

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Registry of Educational Personnel (REP)

Application User's Guide

EOY 2012

Questions?

E-mail: CEPI@michigan.gov

Phone: 517-335-0505, option 3



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Introduction

This guide is for all users of the Registry of Educational Personnel (REP) Application. Users should also utilize the current edition of the REP Data Field Descriptions and any addenda posted to the REP Web page with this user's guide. This guide includes directions for using the REP Online Single Submission Application, the bulk submission/upload process and other features within the REP Application. We have divided the user's guide into sections as they appear in the REP Online Single Submission Application. This guide will provide you with a definition for, and general information about, each field collected in the REP, as well as instructions for using the REP data entry system.

A separate REP Report User's Guide is available on the REP Web page under REP Help and Resources.

General Information

What Information Do Users Enter into the REP?

The REP collects basic employment elements relating to school personnel. Authorized users must submit personnel data via the Internet twice a year, in the fall and at the end of the school year. The Michigan Department of Education (MDE) uses the fall data to conduct its annual teacher audit and to meet state and federal reporting requirements. End of year (EOY) data are used to produce state and federal reports. The fall data must be accurate as of the submission date in December. The EOY data must be accurate as of the last day of the school year for the local districts, intermediate school districts (ISDs) and public school academies (PSAs). A school year is from July 1 to June 30.

Authorized users either enter data online or by a bulk file upload procedure and can edit data online. Files for upload must conform to the specified fixed format or tab-delimited format in the REP Data Field Descriptions. In general, in the record layout, alphanumeric fields are initialized with blanks and left justified, and integer fields are initialized with zeros and right justified.

When Are the REP Data Due?

There are two statutory submission deadlines for the REP: the first business day in December and June 30 of each school year. The deadline for the EOY 2012 Submission is June 30, 2012. Because June 30 falls on a Saturday, the REP will remain open until 11:59 p.m. on Monday, July 2, 2012.

Need help?

Michigan Education Information System (MEIS) Account or Password

If you have problems remembering your MEIS login ID or password for the REP, please visit <https://cepi.state.mi.us/MEIS/login.aspx>. If you are still unable to log in, please contact CEPI customer support at CEPI@michigan.gov or (517) 335-0505, option 3.

REP Data Field Descriptions

To find the REP Data Field Descriptions, go to the CEPI website at <http://michigan.gov/cepi>. Click on "CEPI Applications" and then click on "Registry of Educational Personnel." The REP Data Field Descriptions are located under the heading "REP Data Manual." Be sure to print the correct version of the Data Field Descriptions each submission cycle and any addenda that may be posted in this section.

REP Data Manual

- [EOY 2012 REP Data Field Descriptions](#) PDF
- [EOY 2012 REP Record Layout](#) PDF
- [REP Assignment Codes Table](#)
- [Historical REP Data Manuals](#)

To view a previous submission's Data Field Descriptions, click on Historical REP Data Manuals

REP Content Information and Resource Materials

The REP Data Field Descriptions contains a state of Michigan office contact for fields when appropriate. This is the office to which questions pertaining to particular field should be directed. As always, for technical assistance with your data submission, please contact CEPI customer support at CEPI@michigan.gov or 517-335-0505, select option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address and your specific questions.

For detailed information about the REP, please visit the CEPI website at <http://michigan.gov/cepi>. Click on "CEPI Applications," and then click on "Registry of Educational Personnel." Refer to the REP Help & Resources box (see below). Click on items such as "REP Help" or "Highly Qualified Help" for additional reference materials.

REP Help & Resources

- [PIC Search User's Guide \(revised\)](#) PDF
- [REP Crosswalk](#) XLS
- [Personnel Skilled in Technology User Guide](#) PDF
- [Personnel Skilled in Technology FAQs](#) PDF
- [EOY 2012 FAQs](#) PDF
- [EOY 2012 REP User's Guide](#) PDF
- [REP Glossary](#) PDF
- [REP Data Field Matrix - Uses in Federal and State Reports](#) XLS
- ["Highly Qualified" Help](#)
- [Prof. Development Help](#) DOC
- [Other REP Resources](#)
- [Highly Qualified Teacher Worksheet](#)
- [Join the REP Listserv](#)
- [Browser and System Suggestions](#)
- [Contact REP](#)

"Highly Qualified" Help

[Highly Qualified SBE Policy](#)

[Highly Qualified Teacher Worksheet](#)

[Highly Qualified Paraprofessional/Aide](#)

[Additional Information](#)

Application Startup and Security

Authorized User – Your MEIS Account

You must first obtain an MEIS account to become an authorized user of the REP Application. If you do not have an MEIS account, go to the MEIS website at <https://cepi.state.mi.us/MEISPublic/> (see screen below). You may use the same MEIS account number for all MEIS applications. You are, however, required to submit a separate security agreement for each MEIS application.

If you have an MEIS account, but you do not remember your MEIS password, please go to <https://cepi.state.mi.us/MEISPublic/> to reset your password. If you require further assistance, please contact CEPI customer support at 517-335-0505, option 3, or via e-mail at CEPI@michigan.gov.

Create Your MEIS Account

The MEIS User Management is a security system to be used with all MEIS applications. A MEIS user will need only one account to access multiple MEIS applications.

- MEIS accounts are unique to each individual user.
- MEIS accounts **MUST** never be shared.
- MEIS accounts remain open forever.

To create your MEIS account number and password, go to the MEIS website at: <https://cepi.state.mi.us/MEISPublic/>.

The following screen will appear:

Michigan Department of Education

Michigan.gov

MDE Home | MEIS Home

Welcome to the Michigan Education Information System (MEIS)

The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) and Center for Education Performance and Information (CEPI) applications.

A MEIS user will need only one account which will allow access to multiple MCEPI applications.

- An account is unique to each individual user.
- An account **MUST** never be shared.
- An account remains open forever.

To obtain a new MEIS account, click [Create a New MEIS Account](#).

If you have a MEIS account and would like to adjust your account information, please login below.

Login Name: [I forgot my Login Name](#)

Password: [I forgot my Password](#)

Have questions/concerns about MEIS security or MEIS User Management?
Please contact the MEIS Help Desk via:
Phone: (517) 335-0505
Press 2 for MDE Programs
Press 3 for CEPI Programs

Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

Note: After you establish your MEIS account, do not share your login user name and password with anyone. This is your personal account.

E-mail Address and Phone Number ****Keep Them Up-to-Date****

It is important for MEIS users to keep their information current. CEPI sends e-mail messages to all application users. Therefore, MEIS users need to keep their e-mail addresses current. Because it is sometimes necessary for CEPI to contact an authorized user by telephone, users' phone numbers must be kept current as well. To update e-mail and phone information in MEIS, please do the following:

Update MEIS account at: <https://cepi.state.mi.us/MEISPublic/>

- a. Log in as an MEIS User.
- b. Click on "View/Update User Profile."
- c. Click "Edit," make changes, and then click on "Update."
- d. Click on "Return to MEIS Main Menu."
- e. Log out of MEIS

Security Agreement

After you have established your MEIS account, download the REP Security Agreement from the "CEPI Applications" page on the CEPI website at <http://michigan.gov/cepi>. Click on "CEPI Applications," and then click on "Registry of Educational Personnel." The Security Agreement is located in the box titled, "Upload REP Data to CEPI." Once your completed REP Security Agreement has been processed, you will receive an e-mail notification that you have access to the application. After you have security access to the REP, you are ready to begin.

Upload REP Data to CEPI

- [REP Security Agreement](#)
- [REP Application](#)
- [Credential Data Exchange \(CDX\) Security Agreement](#)
- [Credential Data Exchange \(CDX\) Application](#)

Click here on the website to obtain a copy of the REP Security Agreement.

REP Online Application

Accessing the REP Online Application

You may access the REP through two sites:

1) The CEPI website at <http://michigan.gov/cepi>. Click on "CEPI Applications," and then click on "Registry of Educational Personnel." Two options are available on the REP Web page:

- a. Click on "GO to REP"

Registry of Educational Personnel

Data submitted by school districts via the Registry of Educational Personnel (REP) are used to produce reports for the U.S. Department of Education and for the state of Michigan regarding school personnel. Additionally, REP data are provided to the Michigan Department of Education (MDE) for MDE's teacher certification audit.

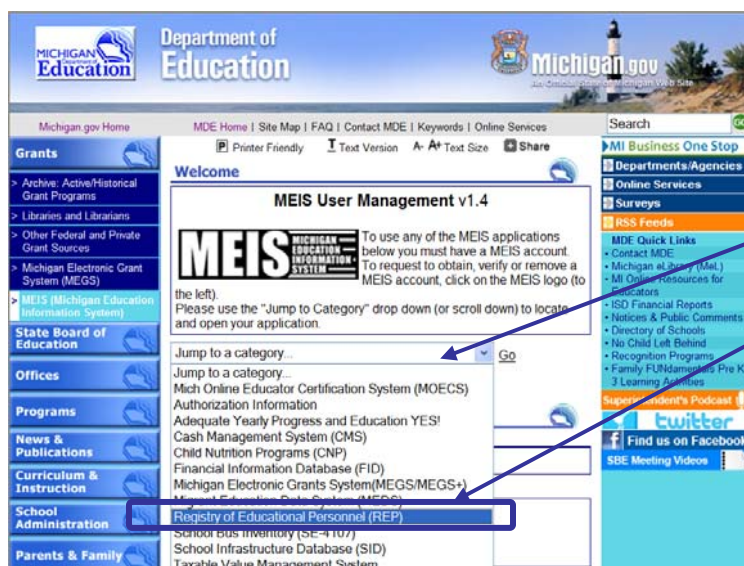
Go to REP

- b. Click on the "REP Application" link under the heading "Upload REP Data to CEPI."

Upload REP Data to CEPI

- [REP Security Agreement](#)
- [REP Application](#)
- [Credential Data Exchange \(CDX\) Security Agreement](#)
- [Credential Data Exchange \(CDX\) Application](#)

2) The MEIS website at www.michigan.gov/meis. Go to the MEIS User Management v1.4 box. Use the "Jump to a category" drop-down menu (or scroll down) to locate and open the Registry of Educational Personnel Application.



Or, you may scroll down the page to the Registry of Educational Personnel/ Credential Data Exchange. This link will take you to the REP Web page.

Registry of Educational Personnel

- [Registry of Educational Personnel / Credential Data Exchange](#)

School Bus Inventory (SE-4107)

- [School Bus Inventory Application](#)
- [Instructions For Completing SE-4107](#) PDF
- [User Manual](#) PDF
- [SE-4107 Security Agreement](#) PDF

Scroll bar

REP Login Screen

When you click on "REP Application," the following screen will display. The next step is to enter your MEIS login User Name and Password:

Michigan.gov Home | CEPI Home | FAQ | User's Guide | Teacher Verification | Contact CEPI

REP | Login

Educational Personnel

This login screen provides access to the public school Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the public school districts and nonpublic schools to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.

For more information, please choose from the following options:

Registry of Education Personnel

- REP EOY 2012 Data Field Descriptions [PDF](#)
- REP EOY 2012 Record Layout [PDF](#)
- REP EOY 2012 User's Guide [PDF](#)
- REP EOY 2012 FAQs [PDF](#)
- Personnel Skilled in Technology Definitions and User's Guide [PDF](#)
- Personnel Skilled in Technology FAQs [PDF](#)
- REP Security Agreement Form [PDF](#)
- CDX Security Agreement Form [PDF](#)
- Obtaining or Updating a MEIS Account

Nonpublic School Personnel Report

- Nonpublic School Personnel Report Data Field Descriptions [PDF](#)
- Nonpublic School Personnel Report User's Guide [PDF](#)
- Nonpublic School Personnel Report FAQs [PDF](#)
- Nonpublic School Personnel Security Agreement Form [PDF](#)
- Obtaining or Updating a MEIS Account
- Michigan Electronic Grants System

MEIS Login

User Name:

Password:

[Forgot your username or password?](#)

The REP Application will be available for the EOY 2012 data submission April 1 through July 2, 2012.

VERIFY

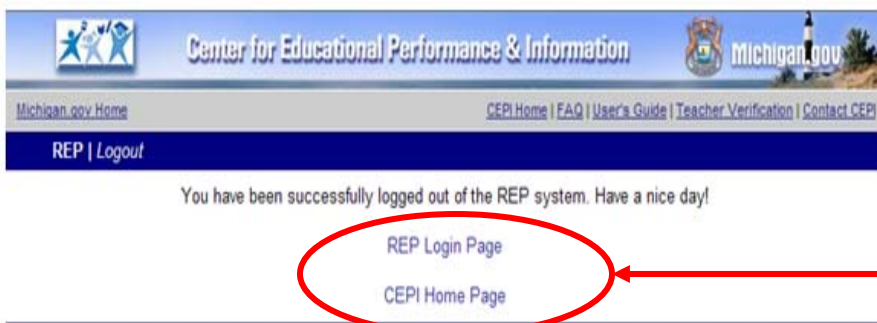
To enter your password into the login screen:

1. Click in the **Login** box.
2. Type your **Login User Name**.
3. Press the **Tab** key to go to the **Password box** or put your cursor in the **Password box**.
4. Type your **Password**.
5. Click on the **Login** button.

If you need more information, please contact CEPI customer support at 517-335-0505 and select option 3, or via e-mail at CEPI@michigan.gov.

System Logs Out User

Your login helps to establish your identity and to allow you access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending or partial information you have entered will be lost and you will have to re-enter the data when you log in again. You must enter the complete record with valid data in all fields and you must click on "Submit REP Data for this Employee" for the data to be saved.

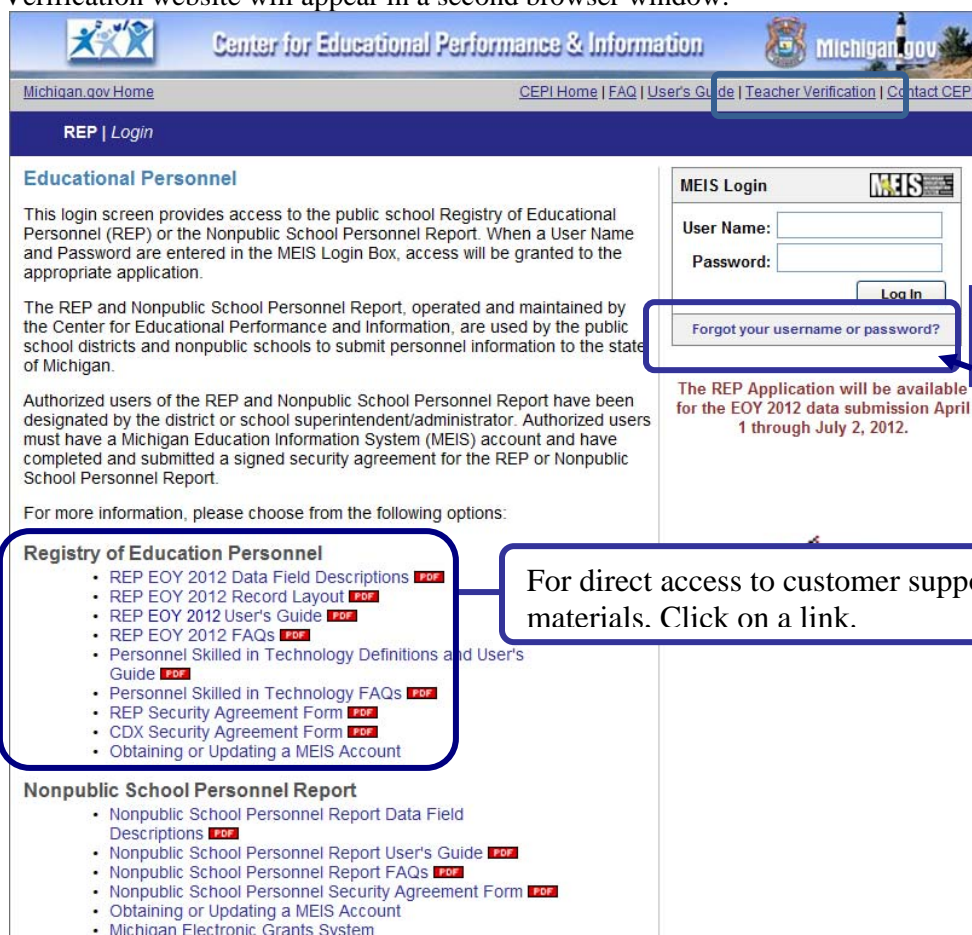


If your connection has been inactive for 20 minutes, your access authorization ends and you will be logged out. This message will appear and you will be required to go to the REP Login Page and log in again with your user name and password.

Online Customer Support Materials

Teacher Verification website Link

In addition to the online resource materials available on the REP Application Web pages, users may access the Teacher Verification website without logging out of the REP Application. The Teacher Verification website will appear in a second browser window.




Teacher Verification website

Need help with your password? Click here.


For direct access to customer support materials. Click on a link.

Educational Entity Master (EEM) Verification

The EEM Verification screen will appear the first time you log in to the REP Application for each submission cycle. The EEM authorized user for your district should verify that the information about your district and schools/facilities is accurate and up to date prior to each submission. After verification, you may proceed to submit your REP data. Follow the steps below to ensure that your district's information is correct in the EEM.



Center for Educational Performance & Information



Michigan.gov

[Michigan.gov Home](#)
[CEPI Home](#)
[Main Menu](#)
[FAQ](#)
[User's Guide](#)
[Contact CEPI](#)
[Logout](#)

REP | EEM Verification

Educational Entity Master Verification

Before entering your data into the REP, please verify that your Educational Entity Master (EEM) information is accurate and up-to-date. The Educational Entity Master is the State of Michigan's database for official building information: school/facility and district codes, administrator name(s), address, phone number, etc. These data are the central link to all data collected by the Center for Educational Performance and Information (CEPI). If the data maintained in the Educational Entity Master are not accurate and up-to-date, you may have difficulty submitting other data to the State.

Step 1:

To verify your Educational Entity Master records, please point your browser to <http://www.michigan.gov/eem> and locate the information for your district and/or school/facility.

Step 2:

If any of the information requires updating, please log in to Educational Entity Master as an authorized user and make any necessary changes. If you are not an authorized user for your district and/or school/facility, please contact one of the following people (or contact the [CEPI Customer Support Team](#) if these people cannot be located):

EEM Authorized User	Email	Phone	District
User14	train14@mi.gov	555-1225	Grand Rapids Public Schools

Step 3:

Once verification of your Educational Entity Master information is completed, you may now continue entering your district's educational personnel data via the REP application.

[Continue to the REP](#)

REP Menu Options

After you have completed the EEM verification, the following REP main menu screen will appear. To access an option, click on it.

The screenshot shows the 'Center for Educational Performance & Information' (CEPI) website. The header includes the Michigan.gov logo and navigation links like 'CEPI Home', 'Main Menu', 'FAQ', 'User's Guide', 'Teacher Verification', 'Contact CEPI', and 'Logout'. The main content area is titled 'Welcome to the Registry of Educational Personnel' and features a dropdown menu for 'Happy Valley Public Schools (XXXXX)' with a 'Go to the Nonpublic School Report' link below it. The left sidebar contains a blue box with text about data submission. The main content area lists several sections: 'Data Submission' (Online Single Submission, Bulk Upload File Submission, Bulk File Submission Status, Personnel Submitted), 'Personnel Skilled in Technology' (Personnel Skilled in Technology Supplemental Submission Definitions and User's Guide, Supplemental Submission Form), 'Personnel Search' (Personnel Search), 'Reports' (Summary by District, Complete Summary by District, Download REP Data File, Employee Listing by District, REP Submission Reports), and 'Credential Data Exchange' (Upload Credential Request File, Credential Request Status). A callout box on the right with the text 'Click on the application feature desired.' has three arrows pointing to the 'Online Single Submission', 'Personnel Skilled in Technology', and 'Reports' sections.

Online Single Submission Form Option

For the submission of a single record, click on the "Online Single Submission Form" link on the Main Menu of the REP Application. We have described each section of the REP Online Single Submission form component separately and presented the fields by section as they appear in the Online Application. Be sure to refer to current REP Data Field Descriptions for each field submitted for complete information regarding the required data elements. Illustrations follow:

This screenshot shows the 'REP Main Menu' page. It features a 'Your District' dropdown menu set to 'Plainwell Community Schools (03010)' and a 'Change to District' field with a 'Set' button. Below this, the 'Data Submission' section lists four options: 'Online Single Submission Form', 'Bulk Upload Submission Form', 'Bulk Submission Status', and 'Personnel Submitted'. An arrow points from a callout box containing the text 'Click here.' to the 'Online Single Submission Form' link.

After you click on "Online Single Submission Form," the following screen will appear:

REP | Personnel Search

Submit a New Personnel Record

To enter a new employee record, choose the type of position from one of the three methods below and follow the instructions for the selected method.

Professional Personnel

Please enter the Social Security Number OR the Credential License Number of the employee. If the employee works in your district as a day-to-day substitute teacher or day-to-day substitute paraprofessional/aide, check the appropriate box below. Click the **GO** button and the data entry form will appear.

SSN (0000000000):

Credential License Number:

☐ This employee is a day-to-day substitute teacher
☐ This employee is a day-to-day substitute paraprofessional/aide

GO

Support Staff

Please enter the Social Security Number and FTE (optional) of the employee. Click the **GO** button and the data entry form will appear. If the employee is under 0.5 FTE, the data entry requirements will be fewer.

SSN (0000000000):

FTE:

GO

Vacant Position

To enter a new vacant funded position, click the **GO** button and the data entry form will appear.

GO

Update an Existing Personnel Record

To update an employee record that has been previously submitted to the REP by your district, please access the [Personnel Submitted](#) and click the Personnel Identification Code (PIC) button to the left of the employee's name to view the record.

Enter New Employee

Enter the new employee either under **Professional Personnel** (left side of screen) or **Support Staff** (center of screen) or **Vacant Position** (right side of screen)

After you have entered the data, click on "Go" in the appropriate box to advance to the next screen.

Edit Record

To edit a previously submitted record, click on **Personnel Submitted** and then click on the PIC when the screen appears.

Professional personnel: Enter the employee's **Social Security number or credential number**. For assignment codes "000AX" through "00598," you must submit the Social Security number or credential number; for assignment codes "60100" through "99900," you must submit the Social Security number. If an individual is employed as a day-to-day substitute paraprofessional/aide or a day-to-day substitute teacher, enter the employee's Social Security number and click on the appropriate radio button for the position being reported. **Click on "GO."** After you have completed the first assignment data, you may add additional assignments by clicking on the "Add" box on the submission page. District users may submit up to nine entries in Field 10: School Assignment Data for each position.

Support staff and non-instructional staff with less than 0.5 FTE: Enter the employee's **Social Security number** and FTE in the Support Staff section. **Click on "GO."** After you have completed the first assignment data, you may add additional assignments by clicking on the "Add" box on the submission page.

Vacant funded positions: When entering vacant funded positions, **click on "GO."** After you click on "GO," a submission screen will appear. Enter the fields required for the assignment code entered in Field 10 as necessary for a vacant funded position. For more information about reporting of vacant funded positions, refer to Field 7: Social Security Number in the REP Data Field Descriptions.

Day-to-Day Substitute Teachers or Day-to-Day Substitute Paraprofessionals/Aides and Non-Instructional Staff Members with Less than 0.5 FTE

In an effort to streamline the reporting of day-to-day substitute teachers, day-to-day paraprofessionals/aides and non-instructional staff members with less than 0.5 FTE, district authorized users may report these employees in the REP with fewer data elements. For complete information regarding the required fields, refer to the current cycle's REP Data Field Descriptions.

We have provided two separate submission screens for the submission of day-to-day substitute teachers or paraprofessionals/aides and non-instructional staff members with less than 0.5 FTE.

Day-to-Day Substitute Teachers/Day-to-Day Substitute Paraprofessionals/Aides

As illustrated above, begin by entering the Social Security number or credential license number in the Professional Personnel section of the REP Single Submission page. Next, click the radio button that applies to the employee: either "This employee is a day-to-day substitute teacher" or "This employee is a day-to-day substitute paraprofessional/aide." Complete the data entry as required. Next, click on the word "GO." The following is a view of the submission screen that appears:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Submission Form

(1) Date of Count: 6/30/2012 Options: Use full Single Submission form GO

(2) ISD/ESA: Eaton ISD (23)

(3) District: Pottsville Public Schools (23090)

Last Updated: n/a print

NOTE: This form may only be used when reporting an employee with a day-to-day substitute teacher/paraprofessional/aide assignment only. If the employee has other assignments, select the Use full Single Submission form option from the list above.

Employee Data

(27) PIC: New Personnel

(5) First Name:

(6) Middle Name:

(4) Last Name: (7) Social Security Number: (xxxxxxzzzz)

(13) Date of Birth: / / (8) Credential License Number:

Measurement Data

(14) Gender: (15) Racial/Ethnic Category

(9) Date of Hire: / /

(26) Date of Termination: / /

(25) Employment Status: ...

American Indian or Alaska Native: 0

Asian American: 0

Black or African American: 0

Native Hawaiian or Other Pacific Islander: 0

White: 0

Hispanic or Latino: 0

School Assignment Data Add Assignment: SUB/PAR ADD

(10) School Assignment #1 (Remove)

School Code: Assignment: 00SUB ...



Submit REP Data for this Employee

You must click this button to submit this employee's data to the REP database

Non-Instructional Staff Members with Less Than 0.5 FTE (Assignment codes "81500" through "99900")

If a staff member has an FTE of less than 0.5 and you reported him or her within the assignment code range of "81500" through "99900," report the staff member in the Support Staff section of the REP Single Submission Screen. Non-instructional staff members with less than 0.5 FTE might include bus drivers, secretaries, janitorial services workers, etc. You should base the FTE that you report for each employee upon the amount of time worked by the employee and the contractual school day for the district. For more information on FTE status, contact your district's human resources office.

Enter the Social Security Number and FTE and then click on "GO." Complete the data entry as required. The following submission screen appears:


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REP | Personnel Submission Form

(1) Date of Count: 6/30/2012
Options: Use full Single Submission form GO

(2) ISD/ESA: Eaton ISD (23)

(3) District: Pottersville Public Schools (23090)

Last Updated: n/a
print

NOTE: This form may only be used when reporting an employee with less than 0.5 FTE assignment. If the employee's assignment is greater than 0.5 FTE, select the *Use full Single Submission form* option from the list above.

Employee Data

(27) PIC: **New Personnel**

(5) First Name:

(6) Middle Name:

(4) Last Name:

(7) Social Security Number: (xxxxxyzzzz)

(13) Date of Birth: / /

(8) Credential License Number:

Measurement Data

(14) Gender:

(9) Date of Hire: / /

(26) Date of Termination: / /

(25) Employment Status: ...

(15) Racial/Ethnic Category

American Indian or Alaska Native: 0

Asian American: 0

Black or African American: 0

Native Hawaiian or Other Pacific Islander: 0

White: 0

Hispanic or Latino: 0

School Assignment Data
Add Assignment: < 0.5 FTE ADD

(10) School Assignment #1 (Remove)

School Code:

Assignment:

FTE: .25

Submit REP Data for this Employee

You must click this button to submit this employee's data to the REP database

Click here to submit the data.

Day-to-Day Substitute Teachers, Day-to-Day Substitute Paraprofessionals/Aides or Non-Instructional Staff Members with Less Than 0.5 FTE Who Are Assigned to Other Regular Positions

If an assignment changes for a day-to-day substitute teacher, day-to-day substitute paraprofessional/aide or a non-instructional staff member with less than 0.5 FTE, a district user may take the following steps to update the record:

Step One: Log in to the REP Application and click on the Personnel Submitted Report.

Step Two: Click on the PIC of the employee whose record you wish to update. The online single submission screen will appear.

Step Three: Click on the "Go" Button next to the "Use full Single Submission form" as illustrated below:

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REP | Personnel Submission Form

(1) Date of Count: 6/30/2012 Options: Use full Single Submission form **Go**

(2) ISD/ESA: Eaton ISD (23)

(3) District: Pottersville Public Schools (23090)

Last Updated: n/a

NOTE: This form may only be used when reporting an employee with less than 0.5 FTE assignment. If the employee's assignment is greater than 0.5 FTE, select the Use full Single Submission form option from the list above.

print

Click here to access the full submission screen.

The online submission screen will appear with all fields available to allow additional data submission. District users may submit up to nine entries in Field 10: School Assignment Data for each position.

Step Four: Update the current assignment, or click on "Add Assignment" to add an additional blank School Assignment section.

School Assignment Data Add Assignment: Full **ADD**

{10} School Assignment #1 (Remove)

School Code:	Grade Assignment:	FTE:	Hourly Wage:	Function Code:	Classes Taught:
00000	RK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>				

Assignment: 00SUB Educational Setting:

Highly Qualified: n/a Academic Major: n/a Academic Minor: n/a Admin. Cont. Education: n/a

This section will appear when you click on "Add Assignment":

School Assignment Data								Add Assignment: Full <input type="button" value="ADD"/>	
(10) School Assignment #1 (Remove)									
School Code:	Grade Assignment:		FTE:	Hourly Wage:	Function Code:	Classes Taught:			
<input type="text" value="00000"/> ...	RK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> ...	<input type="text"/>			
Assignment:	Educational Setting:		Highly Qualified:	Academic Major:	Academic Minor:	Admin. Cont. Education:			
<input type="text" value="00SUB"/> ...	<input type="text"/>		<input type="text" value="n/a"/> ...	<input type="text" value="n/a"/> ...	<input type="text" value="n/a"/> ...	<input type="text" value="n/a"/> ...			
(10) School Assignment #2 (Remove)									
School Code:	Grade Assignment:		FTE:	Hourly Wage:	Function Code:	Classes Taught:			
<input type="text"/> ...	RK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/> ...	<input type="text"/>			
Assignment:	Educational Setting:		Highly Qualified:	Academic Major:	Academic Minor:	Admin. Cont. Education:			
<input type="text"/> ...	<input type="text"/>		<input type="text" value="n/a"/> ...	<input type="text" value="n/a"/> ...	<input type="text" value="n/a"/> ...	<input type="text" value="n/a"/> ...			

Step Five: After you have made all of the changes/updates, click on "Submit REP Data for this Employee" to update the record.


Credential Data	
(12) Funded Position Status:	<input type="text"/> ...
(17) Type of Credential:	<input type="text"/> ...
(16) Highest Education Level:	<input type="text"/> ...
(18) Credential Date of Issue:	<input type="text"/> / <input type="text"/> / <input type="text"/>
(29) Michigan Institution Code:	<input type="text"/> ...
(19) Credential Date of Expiration:	<input type="text"/> / <input type="text"/> / <input type="text"/>
(30) Non-Michigan Institution Code:	<input type="text"/> ...




Professional Development Data	
(24) Hours of Professional Development	
School Improvement Plan:	<input type="text" value="0"/>
Highly Qualified Status:	<input type="text" value="0"/>
Mentoring:	<input type="text" value="0"/>
State-level or Institution of Higher Education Content:	<input type="text" value="0"/>
Workshops or Conferences:	<input type="text" value="0"/>
Virtual Learning:	<input type="text" value="0"/>
Coursework:	<input type="text" value="0"/>
Administrator Continuing Education:	<input type="text" value="0"/>

Click here to submit the updated record.

You must click this button to submit this employee's data to the REP database

Help Feature on the Submission Screen

This icon  appears in several fields in the online application. When you click on this icon, the list of codes for the specific field appears. You may click on the appropriate code for the record you are entering, and the field will populate with your selection, or you may enter the code manually.

Credential Data			
(12) Funded Position Status:	<input type="text"/>		Click Here
(17) Type of Credential:	<input type="text"/>		
(16) Highest Education Level:	<input type="text"/>		
(18) Credential Date of Issue:	<input type="text"/>	<input type="text"/>	(29) Michigan Institution Code: <input type="text"/>
(19) Credential Date of Expiration:	<input type="text"/>	<input type="text"/>	(30) Non-Michigan Institution Code: <input type="text"/>

The following window appears:

Credential Types	
00 - Credential not required (e.g., School Administrator, Technology Coordinator, etc.)	<div> <div> Click on a code to populate the field. </div> <div> Use the scroll bar to view any additional codes available for a field. </div> </div>
01 - Life	
02 - Pending	
03 - Elementary Provisional	
04 - Elementary Professional	
05 - Elementary Permanent	
06 - Secondary Provisional	
07 - Secondary Professional	
08 - Secondary Permanent	
09 - Two Year Provisional Certificate	
10 - Limited License to Instruct	
11 - Permit, full year	
12 - Permit, emergency	
13 - Permit, Section 1233b	
14 - Permit, 150 day (day-to-day substitute)	
15 - Temporary Teacher Employment Authorization (1 year)	
16 - Temporary School Counselor Authorization	

close window

Employee Data

Fields 1, 2, 3, 4, 5, 6, 7, 8 and 13

The numbers in parentheses to the left of the field name indicate the field number in the REP Data Field Descriptions. Please refer to the REP Data Field Descriptions for complete information about the field requirements.

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REP | Personnel Substitution Form

(1) Date of Count: Options: Use Non-Instructional form

(2) SD/ESA:

(3) District:

Last Updated:

Employee Data	
(27) PIC:	New Personnel
(5) First Name:	<input type="text"/>
(6) Middle Name:	<input type="text"/>
(4) Last Name:	<input type="text"/>
(7) Social Security Number:	<input type="text"/> (xxxxxyzzzz)
(13) Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>
(8) Credential License Number:	<input type="text"/>

Field Definitions – Help Screens

Click on any field name and a help window will appear with a definition of the field name.

CEPI - REP Field Definitions - Microsoft Internet Explorer

Field 5: First Name
Definition: This is the staff member's first name.

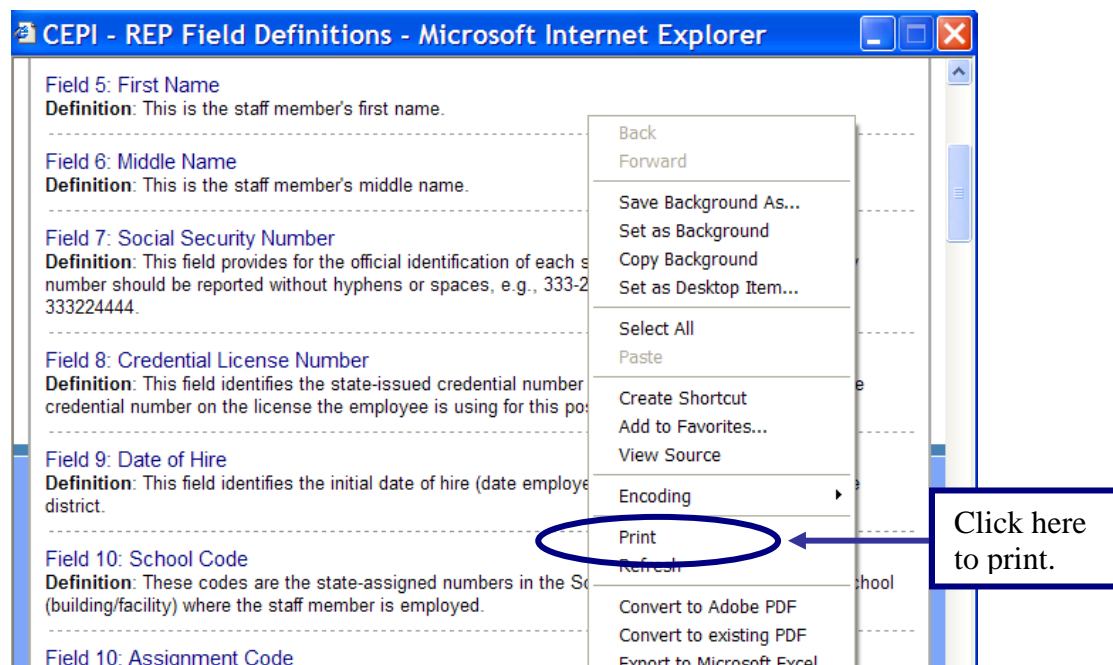
Field 6: Middle Name
Definition: This is the staff member's middle name.

Field 7: Social Security Number
Definition: This field provides for the official identification of each staff member. The Social Security number should be reported without hyphens or spaces, e.g., 333-22-4444 would be entered as 333224444.

Field 8: Credential License Number
Definition: This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position.

Field 9: Date of Hire
Definition: This field identifies the initial date of hire (date employed) for the staff member within the district.

To print the definitions, right click on your mouse to access the menu bar and then select "Print."



Online Application: Fields 1, 2, and 3 are prepopulated in the online application with the appropriate date of count, the authorized user's operating ISD/ESA number and operating LEA/PSA/ISD number.

Field 1: Date of Count

Submission: December 1 & June 30

Submit data in this field for all personnel with assignment codes between "000AX" and "99900."

The date of count is the due date for submission of the REP data. The date must be xx/xx/xxxx format (06/30/2012). For the Online Application, this field defaults to the due date for the current submission.

Field 2: Operating ISD/ESA Number

Submission: December 1 & June 30

Submit data in this field for all personnel with assignment codes between "000AX" and "99900."

This is the operating number for the ISD/ESA. These codes are the state-assigned ISD/ESA numbers. This code identifies the operating district where the staff member is employed. For example: The St. Joseph ISD is submitted as "75." For the online application, this field defaults to ISD number for the district's authorized user.

Programming edits: When the ISD code is invalid or blank, a fatal error will be reported. The individual who uploads a file must be the authorized user for the ISD/ESA number that is submitted in the uploaded file or a fatal error will be reported.

Field 3: Operating LEA/PSA/ISD Number

Submission: December 1 & June 30

Submit data in this field for all personnel with assignment codes between "000AX" and "99900."

This is the operating number for the LEA, PSA, or ISD. The EEM state administrator assigns the entity codes. Use the LEA, PSA, or ISD code where the staff member is employed. The EEM

numbers have always been five digits. You can find all entity codes in the EEM at: www.michigan.gov/eem. Send questions regarding this field to CEPI@michigan.gov. For the online application, this field defaults to the Operating LEA/PSA/ISD Number for the district's authorized user.

Programming edits: When the LEA, PSA, or ISD code is invalid or blank, a fatal error will be reported. The individual who uploads a file must be the authorized user for the LEA, PSA or ISD number that is submitted in the uploaded file or a fatal error will be reported.

Field 4: Last Name

Submission: December 1 & June 30

Submit data in this field for all personnel with assignment codes between "000AX" and "99900".

This is the staff member's last name. When submitting data via the REP Single Submission Online Application, do not enter data with spaces and punctuation marks. This does not apply to Bulk Upload files. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the terminations of staff members. Report all pertinent information about the temporary substitute or contractor that you would report for any employee of the district.

Vacant positions: In order to track vacant funded positions, or for positions created since the previous school year and not yet filled, the last name should say "VACANT".

Programming edits: If this field is left blank, a fatal error will be reported. If Field 12: Funded Position Status contains a value of "1," Field 4 must be reported as "VACANT" or a fatal error will be reported.

Field 5: First Name

Submission: December 1 & June 30

Submit data in this field for all personnel with assignment codes between "000AX" and "99900".

This is the employee's first name. When submitting data via the REP Single Submission Online Application, do not enter data with spaces and punctuation marks. This does not apply to Bulk Upload files. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the terminations of staff members. Report all pertinent information about the temporary substitute or contractor that you would report for an employee of the district.

Vacant positions: In order to track vacant funded positions, or for positions created since the previous school year and not yet filled, the first name should say "FUNDED".

Programming edits: If this field is left blank, a fatal error will be reported. If Field 12: Funded Position Status contains a value of "1," Field 5 must be reported as "FUNDED" or a fatal error will be reported.

Field 6: Middle Name

Submission: December 1 & June 30

Submit data in this field for all personnel with assignment codes between "000AX" and "99900".

This is the employee's middle name (when applicable). When submitting data via the REP Single Submission Online Application, do not enter data with spaces and punctuation marks. This does not apply to Bulk Upload Files. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Report all pertinent information about the temporary substitute or contractor that you would report for an employee on staff.

Programming edits: Blanks accepted. If Field 12: Funded Position Status contains a value of "1," Field 6 must be blank.

NOTE: Field 7: Social Security Number OR Field 8: Credential License Number must be submitted for all personnel with assignment numbers between "000AX" and "00598" (excluding "00310" through "00413" and "000NF"), "60300" and "60400."

Field 7: Social Security Number

Submission: December 1 & June 30

You must submit this field or Field 8: Credential License Number for all personnel with assignment codes "000AX" through "00598" (excluding "00310" through "00413" and "000NF"), "60300" and "60400." This field is required for assignment codes "00310" through "00413," and "60000" through "99900" (excluding "60300" and "60400").

This field provides the official identification of each employee. You must report the Social Security number without hyphens or spaces (e.g., you would enter 333-22-4444 as 333224444). This field must have a value if the position is vacant.

Vacant positions: In order to track vacant funded positions:

In the online submission, the REP application automatically generates the required number for Field 7 for vacant funded positions beginning with the district number (NNNNN), followed by four additional numbers (NNNN). For example: Detroit Public Schools (82010) would use a number such as "820100001" for the first vacant position, followed by "820100002" for the next vacant position.

Programming edits: A fatal error will be reported if this field is blank for the following assignment codes:

- "00310" through "00413"
- "000NF"
- "60000" through "99900" (excluding "60300" and "60400")
- "Y*014" and "Y*016" (*bilingual paraprofessionals/aides, see Field 10: School Assignment Data in current edition of the REP Data Field Descriptions)

A fatal error will be reported if Field 7: Social Security Number and Field 8: Credential License Number are left blank for the following assignment codes:

- "000AX" through "00598"
 - excluding "00310" through "00413"
 - "000NF"
 - "Y*014" or "Y*016" (Bilingual Paraprofessionals/Aides)
- "60300" (General Education, Special Education, Career/Technical Education)
- "60400" (General Education, Special Education, Career/Technical Education)

If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then you must report a value of "1" in Field 12: Funded Position Status and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported.

Note: Corrections to the birthdate must be made via the REP Online Single Submission

Application. However, you may make corrections to previously submitted data such as name, gender, Social Security number or credential number through the REP Online Single Submission Application or through the Bulk Upload Application. Users who use the REP Online Single Submission, may make the corrections when updating the record. For district users who use the Bulk Upload Application, the PIC number must be submitted if corrections are made to the employee's name, gender, Social Security number, or credential number. If a user does not submit the PIC number in the Bulk Upload file, a duplicate record will be created.

Field 8: Credential License Number**Submission: December 1 & June 30**

This field applies to the following assignment codes:

- "000AX" through "00598" (excluding "00310" through "00413")
- "60300"
- "60400"

Definition: This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position.

The Office of Professional Preparation Services (OPPS) issues credential numbers with varying lengths. If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number. Leave this field blank when the following exist:

- For staff members with pending credentials, use code "02" in Field 17: Credential License Number.
- You may use code "00" in Field 17 for staff members with the following assignment codes who are not required to hold credentials for their positions:
 - "00310" through "00413"
 - "000NF"
 - "Y*014" and "Y*016" (bilingual paraprofessionals/aides)
- Report the appropriate credential type in Field 17 for staff members with the following assignment codes who are required to hold credentials:
 - "00310" through "00413"
 - "000NF"
- If a staff member has a split, full-time equivalency (FTE) assignment where a credential is required for one assignment but not the other, submit the credential information.
- For staff members with life, permanent or continuing certificates, report one of the following codes in Field 17: "01," "05," "08," "23," "24," "25," "26," "40," "41," "42," "43," or "55."

To obtain teacher credential numbers via the Credential Data Exchange (CDX):

1. The CDX is available through your REP account on the MEIS. The CDX allows you to upload specific data about your teachers and receive the teachers' credential data in return. Complete information about the CDX and submission requirements is available at the REP website, located at <https://cepi.state.mi.us/rep/>
2. The credential numbers may be obtained online through the OPPS Teacher Verification website, located at <https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx>. You can obtain an individual's credential number and endorsements held by supplying the teacher's name on the website.
3. Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) to obtain credential numbers when you cannot obtain the numbers through either the CDX or the online Teacher Verification website.

Programming edits: A fatal error will be reported if this field and Field 7: Social Security Number are blank for the following assignment codes:

- "000AX" through "00598" (excluding "00310" through "00413" and "000NF")
- "60300"
- "60400"

If the credential number is not a valid number in the Michigan Online Educator Certification System, a fatal error will be reported.

Either this field or Field 7: Social Security Number must contain a value for the following assignment codes:

- "000AX" through "00598" (excluding "00310" through "00413" and "000NF")
- "60300"
- "60400"

Field 13: Date of Birth

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900."

This is the date of birth of the staff member employed in the district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Programming edits: If the date of birth is blank, out of range or not a valid date, a fatal error will be reported unless you submit code "1" (i.e., vacant) in Field 12: Funded Position Status. If you report a code "1" in Field 12: Funded Position Status, you must leave this field blank. The date of birth cannot be more than 90 years prior to July 1 of the submission year and must be at least 14 years prior to July 1 of the submission year, or a fatal error will be reported. The date of birth cannot be equal to, after, or within 14 years of the date of hire, or a fatal error will be reported. The date of birth must be prior to the date of hire. For assignment codes "000AX" through "00598," "60300" or "60400," the date of birth must be at least 18 years prior to the submission year.

Measurement Data

Fields 9, 11, 14, 15, 20, 25, 26 and 28

Measurement Data													
(14) Gender:	<input type="text"/>												
(9) Date of Hire:	<input type="text"/> / <input type="text"/> / <input type="text"/>												
(26) Date of Termination:	<input type="text"/> / <input type="text"/> / <input type="text"/>												
(25) Employment Status:	<input type="text"/> ...												
(28) Full Time Base Annual Salary:	<input type="text"/>												
(11) Title I and Title II, Part A Teachers:	<input type="text"/> ...												
(20) Educator Effectiveness:	<input type="text"/> ...												
(15) Racial/Ethnic Category	<table border="1"> <tbody> <tr> <td>American Indian or Alaska Native:</td> <td><input type="text"/></td> </tr> <tr> <td>Asian American:</td> <td><input type="text"/></td> </tr> <tr> <td>Black or African American:</td> <td><input type="text"/></td> </tr> <tr> <td>Native Hawaiian or Other Pacific Islander:</td> <td><input type="text"/></td> </tr> <tr> <td>White:</td> <td><input type="text"/></td> </tr> <tr> <td>Hispanic or Latino:</td> <td><input type="text"/></td> </tr> </tbody> </table>	American Indian or Alaska Native:	<input type="text"/>	Asian American:	<input type="text"/>	Black or African American:	<input type="text"/>	Native Hawaiian or Other Pacific Islander:	<input type="text"/>	White:	<input type="text"/>	Hispanic or Latino:	<input type="text"/>
American Indian or Alaska Native:	<input type="text"/>												
Asian American:	<input type="text"/>												
Black or African American:	<input type="text"/>												
Native Hawaiian or Other Pacific Islander:	<input type="text"/>												
White:	<input type="text"/>												
Hispanic or Latino:	<input type="text"/>												

Field 9: Date of Hire

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900."

This field identifies the initial date of hire for the staff member within the district. A change in position in the district does not change the initial hire date. If a staff member terminates and you rehire that person at a later date, he or she would have a new hire date. For vacant funded positions (vacancy created since the previous school year and not yet filled), leave this field blank.

Programming edits: If this field is left blank or does not contain a valid date, a fatal error will be reported, unless you submit a code "1" (i.e., vacant) in Field 12: Funded Position Status. The date of hire must be prior to the submission date, or a fatal error will be reported. The date of hire cannot be equal to or within 14 years of the date of birth, or a fatal error will be reported.

Field 11: Title I and Title II, Part A, Teachers Submission: December 1 & June 30

This field applies to assignment codes "000AX" through "00598." Leave this field blank for assignment codes "60100" through "99900."

This field identifies the teachers funded by Title I, Part A, who teach core academic subjects in a Title I targeted assistance program or who teach core academic subjects in a Title I and Title II, Part A schoolwide program. See Field 10 in the current edition of the REP Data Field Descriptions for more information regarding core academic subjects. We have used a double asterisk (**) to identify core academic subjects.

District users should select from the following codes for those teachers who are funded by Title I, Part A and Title II, Part A:

Code	Category
000	None
001	Title I Targeted Assistance Program (TAS)
002	Title I Schoolwide Program (SWP)
003	Title II, Part A, Class Size Reduction
004	Title I TAS and SWP
005	Title I TAS and Title II, Part A, Class Size Reduction
006	Title I SWP and Title II, Part A, Class Size Reduction

Field 14: Gender Code Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900."

This is the gender of the staff member employed in the district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Programming edits: If the code is invalid or blank, a fatal error will be reported, unless Field 12: Funded Position Status contains code "1" (i.e., vacant). If you submit a code "1" in Field 12: Funded Position Status, leave this field blank or a fatal error will be reported.

Field 15: Racial/Ethnic Code Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900."

This is the race/ethnicity of the staff member employed by the district. The primary racial/ethnic choice is represented with a "1," the second choice is a "2," the third a "3," the fourth a "4," the fifth a "5" and the sixth a "6." Type the number in the appropriate box(es) for each employee.

Identify the race/ethnicity of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Refer to Field 16: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

Programming edits: If the code is invalid or blank, a fatal error will be reported, unless Field 12: Funded Position Status contains code "1" (i.e., vacant). If you submit a code "1" in Field 12: Funded Position Status, leave this field blank, or a fatal error will be reported. At least one of the six digits must be a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

Field 20: Educator Effectiveness Submission: June 30

Programming edits: This field must be submitted for the following educator assignment codes or a fatal error will be reported:

Assignment Codes	Description
"000AX" through "000ZZ," (except "00SUB" "00PAR" and "00200" through "00413")	Teachers
"00192" through "00197"	Teachers
"00501" through "00598"	Teachers
"Y*0AX" through "Y*0ZZ," (except "Y*014" or "Y*016" Paraprofessionals/Aides)	Teachers
"60300" and "60400"	Teachers
"70***," "71***," "72***," "73***" and "74***" (Example: 70100: ISD Superintendent)	Superintendents, Assistant Superintendents, Administrators, Principals and Assistant Principals

This field is optional and you may leave it blank for the following assignment codes:

Assignment Codes	Description
"Y*014" or "Y*016"; "80001" through "80016"	Paraprofessionals/Aides
"00SUB" and "00PAR"	Day-to-day substitute staff members
"00200" through "00407"	Additional Special Education Staff Members
"00410" through "00413"	Migrant Education Program Paraprofessionals/Aides
"60100" through "60700", except "60300" and "60400"	Early Childhood Staff Members
"75***" through "79*99"	Administrative Positions
"81500" through "99900"	Non-Instructional Staff Members

Definition: The Revised School Code [380.1249(a) MCLA] requires that all districts develop and implement annual educator evaluations. These systems are locally determined and must include measures of growth in student achievement as a significant factor. Districts must use these systems to evaluate all educators, and to assign an effectiveness label to each educator.

We expect district users to report one effectiveness label per educator. If the educator serves in multiple roles, the district user must determine an appropriate evaluation metric for that individual and assign an overall effectiveness label for that educator.

The labels required for educator effectiveness under the *American Recovery and Reinvestment Act of 2009*, State Fiscal Stabilization Fund II (SFSF) grant assurances are highly effective, effective, minimally effective and ineffective. Local education agencies (LEAs) are required to determine and define within their local evaluation systems the criteria attached to each of these labels. If the LEA uses alternative labels, the LEA must determine which labels correspond with the three labels listed.

Under SFSF, educator effectiveness labels are a requirement in the EOY REP data submission. District users should report effectiveness labels based upon the employee's most recent evaluation. Report the required evaluation of an educator's job performance at least annually [Section 380.1249(a) MCLA].

Data Submission: Districts may select from one of two methods for reporting educator effectiveness:

- Option One: Labels will be used as the state standard for reporting purposes as outlined in SFSF Indicator (a)(6): Highly Effective, Effective, Minimally Effective and Ineffective.
 - For more information about the SFSF Indicators access the following website: <http://www2.ed.gov/programs/statestabilization/stateapps/phase-ii/mi-sub-phase-2.pdf>
- Option Two: Labels are based upon the Framework for Educator Evaluation: Exceeds Goals, Meets Goals, Progressing Toward Goals and Does Not Meet Goals
 - For more information about the Framework for Educator Evaluation access the following website: http://www.michigan.gov/documents/mde/MDE-RTTT2-Framework_for_Mich_Edu_Eval_320545_7.pdf

If Option Two (Framework for Educator Evaluation) is reported, the data elements will be cross walked by the state into the Option One (Effectiveness Ratings) labels as follows:

Exceeds Goals = Highly Effective
 Meets Goals or Progressing Toward Goals = Effective
 Does Not Meet Goals = Ineffective

To report the evaluation labels, select one of the following labels from codes 01 through 08:

Option One: Effectiveness Labels		Option Two: Framework for Educator Evaluation	
<u>Code</u>	<u>Labels</u>	<u>Code</u>	<u>Labels</u>
01	Highly Effective	04	Exceeds Goals
02	Effective	05	Meets Goals
08	Minimally Effective	06	Progressing Toward Goals
03	Ineffective	07	Does Not Meet Goals

Fields 21 through 23 are reserved fields and not in use at this time.

Field 25: Employment Status

Submission: December 1 & June 30

Submit data in this field for all personnel with assignment codes between "000AX" and "99900."

This field identifies the employment status of each employee. Report the appropriate code that identifies the status of the employee:

- Report code "00" for vacant positions.
- Report code "99" for returning employees, new non-instructional employees, new (to the district) experienced teachers, substitutes or contractors, or employees on leave.
- Report code "97" or "98" for new teachers in their first three years in the teaching profession.

Refer to the REP Data Field Descriptions for a complete list of current codes.

Programming edits: This field must contain a valid value. If you submit an invalid code or leave this field blank, a fatal error will be reported.

- If you submit a code "01" through "19," Field 26 must contain a date.
- If you submit a code of "00" this field, Field 12: Funded Position Status must contain a value of "1," or a fatal error will be reported.
- Only submit codes "97" and "98" for the following assignment codes or a fatal error will be reported:
 - "000AX" through "00598"
 - "60300"
 - "60400"

Field 26: Date of Termination/Separation of Employment

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900."

This is the date of termination of the staff member. Report all fields appropriate for the assignment code reported in Field 10: School Assignment Data. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Report terminations during the cycle in which the terminations occur. For example, if an employee terminates his/her employment on November 1, report the termination in the December submission. If an employee terminates his/her employment on February 1, report the termination in the June submission.

Programming edits: If the date submitted is not a valid date, a fatal error will be reported. If you submit a date, then the code in Field 25: Employment Status must be between codes "00" through "19." Complete Field 10 when you submit a date in this field, or a fatal error will be reported. The termination date must be on or prior to the submission date. The termination date cannot be prior to the hire date.

Field 28: Full-Time Base Annual Salary

Submission: December 1 & June 30

The purpose of Field 28 is to collect the full-time base annual salary for employees in given assignments in order to meet the needs of Title I, Part A of the *No Child Left Behind Act (NCLB)*. District users must submit this field if they are required to complete the Title I Comparability Application. Reporting of this field is optional for all other districts. This field applies to assignment codes "000AX" through "99900" and must contain a value. Refer to Field 10 (hourly wage section) and Field 28 in the REP Data Field Descriptions for complete reporting requirements.

Programming edits: Annual Salary has been redefined to mean full-time base salary so that it can be used to determine comparability under Title I, Part A of the NCLB. If a district user submits the full-time base annual salary in this field, he or she must submit the hourly wage or zeros in Field 10, or a fatal error will be reported. If the user leaves this field blank, a fatal error will be reported. The full-time base annual salary cannot exceed \$300,000; the hourly wage cannot exceed \$999.99. If Field 12: Funded Position Status contains a value of "1" (vacant, funded, open position, no one assigned), the full-time base annual salary in Field 28 and the hourly wage in Field 10 must be zeros, or a fatal error will be reported.

The following are two examples of how to report the base salary for the new and the experienced employees:

Example 1: Jane Doe is a first-year teacher with a bachelor's degree who has a base salary of \$40,000; John Smith is a fifth-year teacher with a bachelor's degree who has a base salary of \$40,000. All employees at the bachelor's degree level have a base salary of \$40,000.

Example 2: Jane Smith is a first-year teacher with a master's degree who has a base salary of \$50,000; John Doe is a fifth-year teacher with a master's degree who has a base salary of \$50,000. All employees at the master's degree level have a base salary of \$50,000.

Assignment Data - Field 10

Field 10 has two features to assist with data submission:

1. Add assignment
2. Remove Assignment

Only reported assignments will appear on the submission screen. To add multiple assignments, click on "Add" for each additional assignment for an individual employee. District users may submit up to nine entries in Field 10: School Assignment Data requirement for each position. To remove an assignment, click on "Remove."

Click Here.

School Assignment Data Add Assignment: Full

(10) School Assignment #1 [\(Remove\)](#)

School Code:

Grade Assignment: RK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

FTE: Hourly Wage: Function Code: Classes Taught:

Assignment: Educational Setting:

Highly Qualified: n/a Academic Major: n/a Academic Minor: n/a Admin. Cont. Education: n/a

To view a listing of the assignment codes, click on the icon. Click Here

School Assignment Data Add Assignment: Full

(10) School Assignment #1 [\(Remove\)](#)

School Code:

Grade Assignment: RK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

FTE: Hourly Wage: Function Code: Classes Taught:

Assignment: Educational Setting:

Highly Qualified: n/a Academic Major: n/a Academic Minor: n/a Admin. Cont. Education: n/a

The following screen will appear:

Assignment Codes

-- choose an assignment group --

-- choose an assignment group --

Administrators

Day-to-Day Substitute Staff

Early Childhood Instructional Staff

Early Childhood Staff

Instructional Staff

Non-Instructional Staff

Paraprofessionals/Aides

Select an assignment group by highlighting and clicking the group for which you wish to obtain a complete listing of assignment codes:

Assignment Codes

-- choose an assignment group --

-- choose an assignment group --

Administrators

Day-to-Day Substitute Staff

Early Childhood Instructional Staff

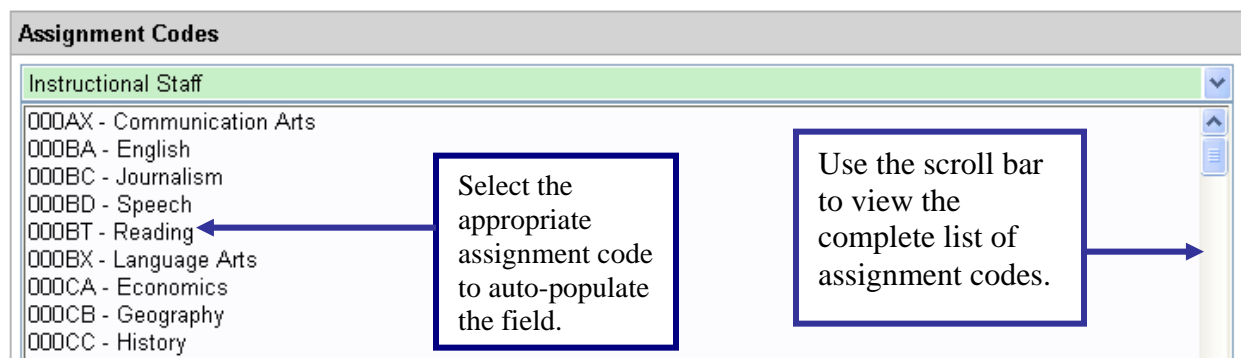
Early Childhood Staff

Instructional Staff

Non-Instructional Staff

Paraprofessionals/Aides

The following screen will appear:



Field 10: School Assignment Data (includes the following data elements: School Assignment by Grade, FTE, Wage, Accounting Code, Highly Qualified, Academic Major, Academic Minor, Administrator Continuing Education and Number of Classes Taught)
Submission: December 1 & June 30

This field applies to assignment codes with numbers between "000AX" through "99900."

Report the school/facility where the staff member is employed by assignment, grade level, FTE, wage, accounting function code, highly qualified status, academic major, academic minor, administrator continuing education and number of classes taught as appropriate for the assignment code. A district may submit up to nine assignment codes for an employee, with the employee's primary position (i.e., greatest FTE) reported in the first position. Most staff members have one or two assignment codes. If you report more than one assignment, you must report all sections (assignment, grade level, FTE, wage, etc.) for each assignment, dependent upon the assignment code and FTE.

This field includes the following data elements. Refer to Field 10 of the REP Data Field Descriptions for complete information about this field (programming edits appear at the end of this section):

School – These codes are the state-assigned numbers in the EEM. This is the school/facility where the staff member is assigned. For a complete definition of a school, refer to the REP Data Field Descriptions, Field 10. For information regarding a school code number, refer to the EEM website at <https://cepi.state.mi.us/eem/>.

Assignment – (Teachers: Assignment Codes "000AX" through "00598" and "60300" or "60400")
 Use these five-digit codes for instructional teaching staff members. Use these assignment codes for the teachers in general education, special education, or career and technical education, as specified in the REP Data Field Descriptions in Field 10.

Assignment – (Early Childhood Assignment Codes "60100" through "60700") – Use these five-digit assignment codes for early childhood education staff.

Assignment – (Administrators, Paraprofessionals/Aides and Non-Instructional staff members: Assignment Codes "70000" through "99900") Use these five-digit codes for all the non-instructional and administrative staff members. The assignment code for the administrative staff members ("70000" through "79999") includes a two-digit number for the Title (NN), one digit for the Level (N), and a two-digit number for the Function (NN). Select the assignment codes for paraprofessionals/aides ("80001" through "80016") and non-instructional staff members ("81500" through "99900") by position

classification or the major responsibility of the position description. You can find these specific codes in Field 10 of the REP Data Field Descriptions.

Current Grade Assignment – Report the grade level or educational setting for the assignment of the staff member. Whenever possible, report the grade level for the staff member. If the staff member is working in an unspecified grade, report an educational setting. Refer to the REP Data Field Descriptions for a specific breakdown of the grade levels and educational settings.

FTE (Full Time Equivalency) – Report the FTE for each staff member employed in the school district. This refers to the amount of time required to perform an assignment stated as a portion of a full-time position. The FTE is computed by dividing the amount of time employed by the time normally required for a full-time position within a given school district. Report all staff members (assignment codes "000AX" through "99900") regardless of the FTE. If a position is vacant, report the FTE for that position. Refer to the REP Data Field Descriptions for detailed information regarding FTE.

Hourly Wage – Reporting of the hourly wage is optional; however, you must submit a value or a fatal error will be reported. See the REP Data Field Descriptions for complete reporting requirements of the hourly wage.

Accounting/Function Code – Enter the appropriate code as determined for accounting purposes for each position in a given school district. See the REP Data Field Descriptions for a listing of the specific recommended accounting/function codes. For more detailed information, please refer to the Michigan School Accounting Manual that you can locate at <http://www.michigan.gov/mde/> under the office of State Aid and School Finance. The Michigan School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of transactions for Michigan public school districts. Refer to the REP Data Field Descriptions for more information.

Highly Qualified Status - (Online Application) – Using the drop-down menu, select "Yes," "No," or "N/A" for staff members with assignment codes "000AX" through "00598." See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the core academic subject area assignment codes that you must report with "Yes" or "No." Review the requirements for reporting of highly qualified status for assignment codes "80001" through "80016" (paraprofessionals/ aides). Also refer to Field 10 for a listing of the paraprofessionals/aides that must report highly qualified status.

Highly Qualified Status (Bulk Upload Application) – Report "1" (Yes), "2" (No) or "0" (N/A) when reporting the core academic instructional staff members or the instructional paraprofessionals/aides. See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the core academic assignment codes that you must report with "1" (Yes) or "2" (No) for highly qualified status.

Academic Major -- (Online Application) Using the drop-down menu, select "Yes," "No," or "N/A" for staff members with assignment codes "000AX" through "00598" indicated as core academic instructional staff members as defined in NCLB. See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the assignment codes that you must report with "Yes" or "No" for academic major. **(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting academic major.

Academic Minor – (Online Application) Using the drop-down menu, select "Yes," "No," or "N/A" for staff members with assignment codes "000AX" through "00598" indicated as core academic instructional staff members as defined in NCLB. See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of those assignment codes that you must report with "Yes" or "No" for academic minor. **(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting academic minor.

Administrator Continuing Education – (Online Application) Using the drop-down menu, select "Yes," "No," or "N/A" for administrator assignment codes "70000" through "79999," as explained in the REP Data Field Descriptions in Field 10 under Assignments to Administration.

(Bulk Upload Application) Use "1" (Yes), "2" (No) or "0" (N/A) when reporting the administrator continuing education requirement.

Number of Classes Taught For staff members with assignment codes "000AX" through "000ZZ," report the number of classes taught for each core academic assignment code reported in Field 10. For non-core academic assignment codes and assignment codes "00500" through "00598" and "70000" through "99900," report a "0" in this position.

Programming edits for Field 10: School Assignment Data

Submit data in Field 10 for each employee or vacant position, or a fatal error will be reported.

Programming edits: You must submit data in Field 10 when reporting the termination of an employee in Field 25: Employment Status (codes "00" through "19") and Field 26: Date of Termination. When reporting a Vacant Funded Position in Field 12: Funded Position Status, you must submit data in Field 10; each section in position one must contain a value.

The following programming edits are applicable when you submit an assignment code:

Note: All programming edits that apply to assignment codes "000AX" through "00598" apply to the bilingual program teacher assignments codes beginning with "YA" through "YT."

School Assignment: When a school/facility code is invalid, blank or not in the Educational Entity Master, a fatal error will be reported. For staff members submitted in a closed building, the close date of the building in the Educational Entity Master cannot be prior to July 1 of the current submission year, or a fatal error will be reported.

Assignment: When an assignment code is invalid (not included in the official list of assignment codes in Field 10) or blank, a fatal error will be reported. If you submit a code "4" or "5" in Field 12: Funded Position Status for assignment codes "000AX" through "00598," "60300" or "60400," you must submit code "11," "12," "13" or "53," or the appropriate credential type for a credentialed employee in Field 17: Type of Credential.

Day-to-Day Substitute Teachers ("00SUB") and Day-to-Day Substitute Paraprofessionals/Aides ("00PAR"): For day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides, submit the school/facility and the assignment code "00SUB" or "00PAR" in Field 10. Do not submit any other Field 10 data elements, or a fatal error will be reported. For bulk upload files, submit the appropriate assignment code ("00SUB" or "00PAR") and the school/facility only in Field 10. Leave the remaining data elements in this field blank or a fatal error will be reported. (See Appendix A in the REP Data Field Descriptions for specific reporting requirements.)

Non-instructional staff members who work less than 0.5 FTE: For non-instructional staff members (assignment codes "81500" through "99900") who work less than 0.5 FTE, submit the school/facility, the appropriate assignment code and the FTE in Field 10. Do not submit any other Field 10 data elements, or a fatal error will be reported. For bulk upload files, submit the appropriate assignment code, the school/facility and the FTE only in Field 10. Leave the remaining data elements in this field blank or a fatal error will be reported. (See Appendix A in the REP Data Field Descriptions for specific reporting requirements.)

Report Fields 1-5, 9, 10, 13, 14, 15, 16, 17, 25 and 28 for all staff members. See Appendix A for reporting requirements for assignment codes "00SUB" (day-to-day substitute teacher) and "00PAR" (day-to-day substitute paraprofessionals) and non-instructional assignment codes "81500" through "99900" with an FTE of less than 0.5

Report assignment codes for remaining fields as follows:

If the assignment code is between "000AX" and "00598," "60300" or "60400," then submit entries in Field 7: Social Security or Field 8: Credential License Number, Field 12: Funded Position Status, Field 17: Type of Credential, Field 24: New Teacher Professional Development, and Field 29: Michigan Sponsoring Institution or Field 30: Non-Michigan Sponsoring Institution (Fields 29 and 30 are required for new teachers only), or a fatal error will be reported.

If the assignment code is between "70000" and "79999," submit entries in Field 12: Funded Position Status: Funded Position, Field 17: Type of Credential and Field 24: New Teacher Professional Development, or a fatal error will be reported.

If the assignment code is "60100," "60200," "60401," "60500," "60501," "60600," "60700" or "80001" through "99900," then submit Field 17: Type of Credential with zeros, or a fatal error will be reported. Leave Field 12: Funded Position Status blank or a fatal error will be reported, unless the position is submitted as a vacant position or as an on-leave position.

Grade Assignment: When the grade level and educational setting are incorrect or blank for an employee (assignment codes with numbers between "000AX" and "99900"), a fatal error will be reported. If you submit both a grade level and an educational setting, a fatal error will be reported.

Educational Setting/Special Education Age Group: A fatal error will be reported if you do not submit the age group under the Educational Setting for special education assignment codes "00192" through "00292" and "00403" through "00405" and "00407."

Educational Setting/Bilingual Education: A fatal error will be reported if you do not submit a bilingual educational setting under the Educational Setting for assignments codes beginning with "YA" through "YT."

FTE: If you leave the FTE field blank or submit a value of less than 0.00, a fatal error will be reported. If the FTE is greater than 2.0, a fatal error will be reported.

Wage: Reporting of the hourly wage is optional. However, you must submit a value. District users may submit both the hourly wage and annual salary, if desired. Both fields must contain a value. If you report the hourly wage in Field 10, Field 28: Full-Time Base Annual Salary must contain either the annual salary or zeros, or a fatal error will be reported. If you do not submit a value, a fatal error will be reported. The annual salary cannot exceed \$450,000; the hourly wage cannot exceed \$999.99. When Field 12: Funded Position Status contains code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: Annual Salary, or a fatal error will be reported.

Accounting/Function Code: When the accounting/function code is invalid (not included in the official list of accounting/function codes as listed in the Data Field Descriptions for the current submission) or left blank, a fatal error will be reported.

Accounting/function codes "111" through "135" are recommended or a warning message will be reported for the following assignment codes:

- "000AX" through "000ZZ" (excluding "000NT," "000NY" and "000ND")
- "00192" through "00197"
- "00501" through "00598"
- "60200" through "60501"
- "80001" through "80016"
- "92900"
- "94100"
- "96200"

Accounting/function code "351" will also be accepted for the following assignment codes:

- "60401"
- "60501"

Accounting/function codes "211" through "459" are recommended or a warning message will be reported for the following assignment codes:

- "00200" through "00392"
- "60100"
- "60600"
- "60700"
- "70000" through "79999" (excluding "70000" codes ending in "30")
- "81500" through "99900" (excluding "92900," "94100" and "96200")

If the 70000 code ends with "30," then the accounting/function codes "111," "118" or "3xx" are recommended or a warning message will be reported.

The following table provides the recommended range of accounting codes for the respective assignment codes. If these accounting codes are not designated an error message will be reported:

Assignment Code/Assignment Description	Accounting/Function Code
00403 – Special Education Instructional Paraprofessional/Aide	1xx to 3xx
00405 – Special Education Early Childhood Instructional Paraprofessional/Aide	1xx to 3xx
00406 – Interpreter for the Deaf	1xx to 3xx
00410 – MEP Instructional Paraprofessional/Aide (Title 1C)	125 or 3xx
00412 – MEP Instructional Paraprofessional/Aide (Summer Only)	125 or 3xx
00404 – Special Education Non-Instructional Paraprofessional/Aide	2xx to 3xx
00407 – Special Education Early Childhood Non-Instructional Paraprofessional/Aide	2xx to 3xx
00411 – MEP Non-Instructional Paraprofessional/Aide (Title 1C)	2xx to 3xx
00413 – MEP Non-Instructional Paraprofessional/Aide (Summer Only)	2xx to 3xx
80001 – Non-Instructional Paraprofessional/Aide in a Title I Schoolwide Program (Title IA)	2xx to 3xx
80004 – Non-Instructional Paraprofessional/Aide in a Title I Targeted Assistance Program (Title IA)	2xx to 3xx
80016 – Non-Instructional Paraprofessional/Aide (Non-Title I)	2xx to 3xx

The following table provides the recommended specific accounting codes for the respective assignment codes. If you do not designate these accounting codes, a warning message will be reported:

Assignment Code/Assignment Description	Accounting/Function Code
000NT – Guidance and Counseling	212
000NY – School Nurse	213
000ND – Library Media	222
00360 – Occupational Therapy	213
00370 – Physical Therapy	213

Note: For assignment codes listed without a specific accounting/function code or listed with a range such as "2xx" through "3xx," submit the most appropriate accounting/function code for the position held by the staff member.

Highly Qualified Status: A fatal error will be reported if a "1" (yes) or "2" (no) is not submitted for core academic assignment codes "000AX" through "000ZZ," "00192" and "00197" (core academic

instructional staff members as defined in NCLB), "80002," "80005," "00410" and "00412." For a list of the core academic subject areas, refer to the General Education assignment codes marked with a double asterisk (**) in the REP Data Field Descriptions. For any non-core academic assignments within the range of codes "000AX" through "00598," report "0" (not applicable) in this position.

For assignment codes "80002" and "80005," "00410" and "00412," district users are to report highly qualified status. (See the definition for Highly Qualified Status for specific information regarding Instructional Paraprofessional/Aides in the current edition of the REP Data Field Descriptions.)

For staff members with assignment codes "00411," "00413," "Y*014" and "Y*016" (*bilingual paraprofessionals/aides, see pages 30-32), "60100" through "60700," "70000" through "79999," "80001," "80004," and "80014" through "99900," submit a "0" (not applicable).

Academic Major: A fatal error will be reported if "1" (yes) or "2" (no) is not submitted for core academic assignment codes "000AX" through "00598" (core academic instructional staff members as defined in NCLB; see Assignments to General Education). For non-core academic assignment codes that are not required to report highly qualified status, report "0" (not applicable) in this position. For assignment codes "60100" through "60700," "70000" through "79999," and "80001" through "99900," submit "0" (not applicable) in this position.

Academic Minor: A fatal error will be reported if a "1" (yes) or "2" (no) is not submitted for a core academic assignment code "000AX" through "00598" (core academic instructional staff members as defined in NCLB, see Assignments to General Education). For non-core academic assignment codes that are not required to report highly qualified status, report "0" (not applicable) in this position. For assignment codes "60100" through "60700," "70000" through "79999," and "80001" through "99900," submit "0" (not applicable) in this position.

Administrator Continuing Education: A fatal error will be reported if a "1" (yes) or "2" (no) is not reported for a required assignment code between "70000" and "79999." (See Administrative Assignment codes for specific assignment codes to report.) For administrative assignment codes that are not required to report administrator continuing education, report "0" (not applicable) in this position.

Number of academic classes taught: For the core academic subject areas in assignment codes "000AX" through "000ZZ," "00192" and "00197," a fatal error will be reported if this position does not contain a value from "1" to "9." For non-core academic assignment codes "000AX" through "000ZZ" and "00195," "00196" and "00200" through "00413," districts must report a value from "0" to "9," or a fatal error will be reported. Submit all other assignment codes ("00500" through "99900") with a code of "0," or a fatal error will be reported.

Note: All programming edits that apply to assignment codes "000AX" through "00598" apply to the bilingual program teacher assignment codes beginning with "YA" through "YT."

Credential Status

Fields 12, 16, 17, 18, 19, 29 and 30

Credential Data			
(12) Funded Position Status:	<input type="text"/>	<input type="text"/>	
(17) Type of Credential:	<input type="text"/>	(16) Highest Education Level:	<input type="text"/>
(18) Credential Date of Issue:	<input type="text"/>	(29) Michigan Institution Code:	<input type="text"/>
(19) Credential Date of Expiration:	<input type="text"/>	(30) Non-Michigan Institution Code:	<input type="text"/>

Field 12: Funded Position Status

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "79999."

This field identifies the vacant positions that are either filled by approved substitutes or that remain unfilled. Use Code "9" for a regular, filled position.

- 1 Vacant, funded, open position, no one assigned
- 2 Vacant, funded, open position, outside contractor assigned
- 3 Funded, employee on loan or leave, no one assigned
- 4 Funded, employee on loan or leave, filled by temporary employee
- 5 Vacant, funded, open position, filled by temporary employee
- 6 Funded, employee on loan or leave, outside contractor assigned
- 7 Contracted services provider, non-instructional staff
- 9 Filled position, regular

Definition: This field identifies the status of positions that are either filled by permanent employees, approved substitutes or outside contractors, or that remain unfilled. This field applies to assignment codes with numbers between "000AX" through "79999."

Programming edits: This field must contain a value for assignment codes "000AX" through "00598," "60300," "60400" and "70000" through "79999," or a fatal error will be reported. If you do not submit a value, an error will be reported. If you report a "1" in this field, leave Field 13: Date of Birth blank and Field 25: Employment Status must contain code "00." If a code of "2," "3," "4," "5" or "6" is reported in this field, Field 25 must contain code "99." For assignment codes "60100," "60200," "60401," "60500," "60501," "60600," "60700" and "80001" through "99900," leave this field blank, or a fatal error will be reported, unless you submit the position as a vacant or on leave position.

If you submit a code of "4," "5" or "6" in this field for assignment codes "000AX" through "00598," "60300" or "60400," submit code "11," "12," "13" or "53," or the appropriate credential type for a credentialed employee in Field 17: Type of Credential.

If you submit an assignment code of "000AX" through "00598," "60300" or "60400" for an assignment and then submit a second assignment code of "60000" (except "60300" or "60400") through "99900" in Field 10, then edit Field 12: Funded Position Status and Field 17: Type of Credential for the assignment codes "000AX" through "00598," "60300" or "60400" only.

Reporting terminated employees or employees on leave

Employees on Leave: Report the appropriate code for the leave status in Field 12: Funded Position Status for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97," "98," or "99" for the assignment code submitted in Field 10: School Assignment Data.

Terminated Employees: Submit staff members whose employment is terminated with the district with a code "1" through "19" in Field 25: Employment Status. Report a code "9" in Field 12: Funded Position Status.

Note: Vacant positions. After each end-of-year submission, vacant funded positions will expire and will not be repopulated for the fall submission.

Field 16: Highest Degree

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900."

This is the highest degree earned by the staff member. For vacant positions created since the previous school year and not yet filled, use code "00."

- 00 None
- 01 High School Diploma or Its Equivalent
- 02 Associate Degree
- 03 Bachelor's Degree
- 04 Master's Degree
- 05 Specialist's Degree
- 06 Doctoral Degree
- 07 Juris Doctorate
- 08 Medical Degree
- 09 Other License, Credential, or Professional Degree
- 10 Obtained Paraprofessional Quality Standard on State Academic Assessment; Successful Completion of Work Keys Assessment

Programming edits: You must submit a valid value in this field. If the code is out of range or if you leave the field blank, a fatal error will be reported. If you submit a value of "1" for Field 12: Funded Position Status, report this field with code "00."

Field 17: Type of Credential

Submission: December 1 & June 30

This field applies to all employees with assignment codes between "000AX" and "99900."

This is the type of credential held by the employee. If the position is one that requires a specific credential (assignment codes "000AX" through "00598") report the required credential for the assignment code reported. If the staff member has two credentials (for example, general education and vocational), report the certificate that matches his/her reported position. If the credential has expired and an application for a new credential is in process, enter the credential pending status code "02." For vacant positions created since the previous school year and not yet filled, leave this field blank.

- 00 Teacher credential not required or not applicable for the assignment reported
- 01 Life
- 02 Pending
- 03 Elementary Provisional
- 04 Elementary Professional
- 05 Elementary Permanent
- 06 Secondary Provisional
- 07 Secondary Professional
- 08 Secondary Permanent
- 09 Two-Year Provisional Certificate
- 10 Limited License to Instruct
- 11 Permit, Full-year
- 12 Permit, Emergency
- 13 Permit, Section 1233b
- 14 Permit, 150 day (day-to-day substitute)
- 15 Temporary Teacher Employment Authorization (one year)

- 16 Temporary School Counselor Authorization
- 17 Preliminary School Counselor Guidance Authorization
- 18 School Guidance Counselor License
- 21 Dual, Provisional
- 22 Dual, Professional
- 23 Dual, 18-hour continuing
- 24 Dual, 30-hour continuing
- 25 Dual, Permanent
- 26 Dual, Life
- 30 Interim Teaching Certificate (Alternative Route to Certification Credential)
- 40 Elementary Continuing (30 hour)
- 41 Secondary Continuing (30 hour)
- 42 Elementary Continuing (18 hour)
- 43 Secondary Continuing (18 hour)
- 50 School Nurse Certificate (Interim)
- 51 School Nurse Certificate (Standard)
- 52 School Nurse Certificate (Professional)
- 53 Vocational Annual Authorization
- 54 Interim Occupational Certificate (Vocational Temporary Authorization)
- 55 Vocational Full Authorization
- 60 Administrator Certification
- 61 School Psychologist Certificate
- 62 Preliminary School Psychologist Certificate
- 63 Occupational Education
- 64 Occupational Therapist (License by Examination or Endorsement)
- 65 Orientation and Mobility Specialist (Certification)
- 66 Physical Therapist (License by Examination or Endorsement)
- 67 Audiologist (License by Examination, Endorsement or Limited)
- 68 Interpreter for the Deaf (Certification)
- 69 School Social Worker (License and Approval)
- 70 Special Education, Approval (Issued by Special Education and Early Intervention Services)
- 71 Special Education, Emergency Approval (Issued by the Office of Professional Preparation Services)
- 72 Certificate of Clinical Competency, Approval
- 73 Department of Defense Certificate (ROTC)
- 80 Vocational Annual Authorization – Credit Track
- 81 Vocational Annual Authorization – Adult Education
- 82 Vocational Annual Authorization – Day-to-Day Substitute
- 83 Vocational Annual Authorization – Less than Class Size
- 84 Vocational Annual Authorization – Long-Term Substitute
- 85 Vocational Annual Authorization – Renewal

Programming edits: You must submit a valid value in this field. If you submit an invalid code or leave this field blank for assignment codes "000AX" through "99900," a fatal error will be reported. For staff members with assignment codes "00310" through "00413" and "70000" through "99900" who are not required to hold a credential for the position, submit code "00" in Field 17: Type of Credential. If you have not submitted a specific credential type, you must report code "00." You must submit the appropriate credential type in Field 17 when a credential is required for the position. If you submit a code "97" or "98" in Field 25: Employment Status, then you cannot report code "01," "04," "05," "07," "08," "22," "23," "24," "25," "26," "40," "41," "42," "43," "55," or "63" in Field 17: Type of Credential or a fatal error will be reported.

For assignment codes "000AX" through "00598," "60300" and "60400" [with the exception of codes "00310" through "00413" (excluding "00320" and "00384"), and "Y*014" or "Y*016" (bilingual paraprofessionals/aides)], a district user cannot report code "00" (Credential Not Required) unless he or

she submits code "1" (i.e., vacant) in Field 12: Funded Position Status. If the assignment code is "60100," "60200," "60401," "60500," "60501," "60600," "60700," or "80001" through "99900," submit code "00" or a fatal error will be reported.

Field 18: Date Credential Issued

Submission: December 1 & June 30

This field is optional. When you report data in this field the following definition and programming edits apply:

This field applies to all employees with assignment codes between "000AX" and "00598." This is the date that the staff member's credential, permit, approval or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank. All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

Programming edits: This field is optional and you may leave it blank. However, if you submit data in this field, the following programming edits are in effect.

A fatal error will be reported if this field contains a value and Field 17: Type of Credential contains code "00" or "02." The issue date must be after the date of birth and cannot be after the submission date.

Field 19: Date of Expiration of Credential

Submission: December 1 & June 30

This field is optional. When you report data in this field, the following definition and programming edits apply:

This field applies to all employees with assignment codes "000AX" through "00598," "60300" and "60400."

This is the expiration date of the staff member's certificate. Most certificate types in Field 17: Types of Credential must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: "00, 01, 02, 05, 08, 23-26, 40-43, 52, 55, 70 and 72." For certificates without expiration dates, you can leave this field blank. For vacant positions created since the previous school year and not yet filled, leave this field blank.

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

Programming edits: This field is optional and you may leave it blank. However, if you submit data in this field, the following programming edits are in effect.

If you submit an issue date in Field 18, then you must report an expiration date for all certificates, approvals and permits except types "00, 01, 02, 05, 08, 23, 24, 25, 26, 40, 41, 42, 43, 52, 55, 70 and 72." If you do not submit an expiration date for those required codes, a fatal error will be reported, unless

Field 12: Funded Position Status contains code "1" (i.e., vacant). The date of expiration cannot be before the date of issuance and cannot exceed 20 years from the date of issue.

Field 29: Michigan Sponsoring Institution – New Teachers Only

Field 30: Non-Michigan Sponsoring Institution – New Teachers Only

District users must submit data in either Field 29 or Field 30 for teachers in their first three years of employment in the profession of teaching. Report either Field 29 or Field 30 for assignment codes "000AX" through "00598," "60300" and "60400" when you report a code of "97" or "98" (new teacher) in Field 25: Employment Status. Reporting of these fields is optional for staff members with assignment codes "000AX" through "00598," "60300" and "60400" who are not in their first three years of employment in the profession of teaching. Report the six-digit code in Field 29 or the valid two-digit code for Field 30 for the institution that recommended the teacher for the initial certification (provisional certificate or temporary vocational authorization). For assignment codes "60100," "60200," "60401," "60500," "60501," "60600," "60700" and "70000" through "99900," you may leave these fields blank in both the REP Single Submission Online Application and in a Bulk Upload file.

Refer to the current submission cycle version of the REP Data Field Descriptions on the CEPI website for a complete listing of the valid codes for these fields at <http://www.michigan.gov/cepi>. Click on "CEPI Applications" and then click on "Registry of Educational Personnel."

New Teacher Professional Development

New for EOY 2012

Professional Development Data	
(24) Days of Professional Development	
Classroom Management: <input type="text"/>	Instructional Delivery (Strategies): <input type="text"/>

Field 24: New Teacher Professional Development

Submission: June 30

Programming edits: If the district did not provide professional development, report zeros. For any professional development category (two required, one reserved category) that you did not submit with the number of days for new teachers, report zeros or a fatal error will be reported. Leave reserved category three blank (bulk upload only). This field must be reported for assignment codes "000AX" through "00598" (except "00200" through "00413") and "60300" and "60400" that are reported with a code "97" or "98" in Field 25: Employment Status or a fatal error will be reported. You may leave this field blank for all other assignment codes "60100" through "99900" (except "60300" and "60400").

Definition: Indicate the number of days by type(s) of professional development provided to new teachers (those within their first three years of employment in classroom teaching) during the school year (July 1 to June 30). This field is used to determine in what professional development novice teachers have engaged that was district supported as specified within Section 380.1526 of the Michigan Compiled Laws (MCL). This field will collect the number of days of professional development provided by the district for assignment codes "000AX" through "00598" (except "00200" through "00413"), and "60300" and "60400" that are reported with a code "97" or "98" in Field 25: Employment Status.

- 97 The employee is a new teacher (first three years of employment in classroom teaching); however, the employee has been a staff member of the district previous to becoming a certified teacher. For example, a district may have an employee who has worked as a paraprofessional/aide for five years while completing a teacher preparation program. This employee is required to complete professional development requirements under Section 380.1526.
- 98 The employee is a new teacher (first three years of employment in classroom teaching) and is required to complete professional development requirements under MCL Section 380.1526.

Report the number of days of professional development in the following categories:

1. Classroom Management ("NN.NN")
 - Engaging students
 - Norms for social interaction
 - Student, parent and community communications
 - Peer coaching
2. Instructional Delivery (Strategies) ("NN.NN")
 - Growth/assessment strategies
 - Best practices
 - Differentiating instruction
 - Remediation and/or extension
 - Designing effective lessons
3. Reserved ("XXXXXXXXXXXXXXXXXXXX") Must be left blank (Bulk Upload only).
"X" denotes blank space

The lists provided for each category are not intended to be all inclusive, but rather to serve as examples.

If the number of professional development days provided is less than 1.0, enter the appropriate number in the hundredth place value. For example: If one and three-quarter days were provided in the Classroom Management category and zero days for Instructional Delivery, enter 01.75 and 00.00 respectively in the online submission. For the bulk upload file the user would enter "01.7500.00XXXXXXXXXXXXXXXXXXXX" ("X" denotes blank space).

If the number of professional development days provided were 5 for Classroom Management and 3 for Instructional Delivery, the user would report "05.0003.00XXXXXXXXXXXXXXXXXXXX" ("X" denotes blank space) for Bulk Upload File.

Professional development should include ongoing, structured and documented professional learning opportunities in classroom management and instructional delivery (strategies), but may also include other learning opportunities such as: curriculum development, action research, online learning, technology training, reflective practice and mentoring and induction.

For information regarding the submission of professional development data and/or MCL Section 1526, contact Donna L. Hamilton, 517-241-4546, (hamiltond3@michigan.gov). Further professional development information can be found at <http://www.michigan.gov/mde>, under the Office of Professional Preparation Services section.

Field 27: Personnel Identification Code (PIC)

The REP produces the PIC. The PIC appears at the top of the online submission screen for previously submitted records. For new record submissions, the REP assigns the PIC when the record is saved. (Although we do not require you to do so, we recommend that you submit this field in the Bulk Upload process to ensure the validity of the record.)

Programming edits: Before entering the PIC, verify that the Social Security number or credential number, last name, first name and date of birth are valid, or a fatal error will be reported. If you submit the PIC, and the last name, first name, date of birth and gender do not match what is currently in the database, a fatal error will be reported.

REP | Personnel Submitted

Instructions

This report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district.

To learn how to update a personnel record, read the [instructions](#).

Happy Valley Public Schools

Records updated for this submission cycle: 27
Records not updated for this submission cycle: 23

Personnel Search

PIC: First Name:
SSN: Last Name:

☒ Show all records
☐ Show only:
the records that have been updated for this submission (✓)
the records that have NOT been updated for this submission (✗)

<< Previous Go To Page 1 of 1 [GO] Next >>

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z (ALL)

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
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Center for Educational Performance & Information Michigan.gov

[Michigan.gov Home](#) [CEPI Home](#) [Main Menu](#) [FAQ](#) [User's Guide](#) [Teacher Verification](#) [Contact CEPI](#) [Logout](#)

REP | Personnel Submission Form

(1) Date of Count: 06/30/2012 Options: Use Non-Instructional form
(2) ISD/ESA: Eaton ISD (23)
(3) District: Pottersville Public Schools (23090)
Last Updated: n/a

Employee Data

(27) PIC: 8888888 ← **PIC**
(5) First Name:
(6) Middle Name:
(4) Last Name: (7) Social Security Number: (xxxxxyzzzz)
(13) Date of Birth: / / (8) Credential License Number:

REP PIC Search Feature

The REP PIC Search is a feature within the REP Application that allows authorized users to obtain PICs for staff members at any time. The REP PIC Search feature includes the following data:

- First and Last Name (Middle Name when available)
- Gender
- Date of Birth
- Social Security Number
- Michigan Credential License Number (when available)
- Personnel Identification Code

For further information about obtaining PICs for new or current employees, please refer to:
http://www.michigan.gov/documents/cepi/PIC_Search_Users_Guide_360498_7.pdf.

Saving a Record/Updating a Record

After you have entered all of the data for a record, click on "Submit REP Data for this Employee." The REP Application will then error-check the data and either:

- 1) Save as a valid record;
OR
- 2) Generate an error message(s).

Submit REP Data for this Employee

You must click this button to submit this employee's data to the REP database

Saved as Valid Record

If the data entered produce a valid record, the following screen will appear:

The screenshot shows the 'REP | Personnel Submission Form' interface. At the top, there is a navigation bar with the 'Center for Educational Performance & Information' logo and 'Michigan.gov' link. Below this is a menu bar with links: 'Michigan.gov Home', 'CEPI Home', 'Main Menu', 'FAQ', 'User's Guide', 'Teacher Verification', 'Contact CEPI', and 'Logout'. The main content area has a dark blue header with 'REP | Personnel Submission Form'. Below this, there are two sections: 'Errors' and 'Warnings'. The 'Errors' section shows 'No errors were found'. The 'Warnings' section shows 'No warnings were found'. Below these sections, a message states 'PIC 99999999 (John Wayne) has been submitted successfully!'. There is a 'print' button with a printer icon. At the bottom, a thank you message says 'Thank you for your data submission. You may add a new employee or you may review your district's submission by accessing Personnel Submitted.' and a link 'Return to the REP Main Menu'.

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Submission Form

Errors

- No errors were found

Warnings

Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.

- No warnings were found

PIC 99999999 (John Wayne) has been submitted successfully!

print

Thank you for your data submission. You may add a new employee or you may review your district's submission by accessing [Personnel Submitted](#).

[Return to the REP Main Menu](#)

You may either click on [Personnel Submitted](#) to view a listing of all of your district's personnel previously submitted, click on [add a new employee](#), or click on [Return to the REP Main Menu](#) for other options.

Warning Messages



Errors

- No errors were found

Warnings

Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.

- [Field 25] Code 99 indicates that an experienced teacher has been placed in a regular teaching position. However, the date of hire you reported indicates that s/he has been employed by the district for fewer than three years. Please verify that this teacher has more than three years of employment in the profession of teaching.

PIC 404223 (ASHLEY)
new employee by acc
Submitted.

Various warning messages may appear in the REP error check report. When a warning message appears, your record will still be saved.

Warning Message Samples

Field 10 - School Code or School Assignment

At least one of the school/facility codes reported for (first name, last name) is foreign to the district number of the authorized user. The staff member was reported in (school/facility code, district name, district code). Please verify that this staff member does work in the school/facility reported.

Field 10 - School Code or School Assignment

Accounting Code XXX in School Assignment #1 is not recommended for the submitted assignment code.

Field 10 – Record with less than 0.5 FTE

[Note] If you are attempting to submit a noninstructional employee with less than 0.5 FTE with the minimum data requirements, please remember that all non-required fields must be left blank.

Field 15 - Racial/Ethnic

The racial/ethnic code reported for this employee is different from the code reported for this employee in a prior submission. Please verify that the racial/ethnic code reported is valid for this employee.

Field 25 – Employment Status: Code 97 New Teacher

Code 97 indicates that this teacher is in his/her first three years of employment in the profession of teaching. However, the date of hire you reported indicates that s/he has been employed by this district for longer than three years. Please verify that this teacher is in his/her first three years of employment in the profession of teaching.

Field 25 – Employment Status: Code 99

Code 99 indicates that this is an experienced teacher placed in a regular teaching position. However, the date of hire you reported indicates that s/he has been employed by the district for less than three years. Please verify that this teacher has more than three years of employment in the profession of teaching.

Invalid Record

If the data entered produces an invalid record, an Error Message Report will appear. The following illustrates a sample Error Message Report:

The screenshot shows the 'Center for Educational Performance & Information' header with navigation links: Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, Contact CEPI, and Logout. Below the header is a blue bar with 'REP | Personnel Submission Form'. The main content area is titled 'Errors' and lists three items:

- [Field 4] Last Name, a required field, is missing.
- [Field 12] For personnel with valid Assignment Codes (Field 10) 000AX-79999, the Funded Position Status Code is required.
- [Field 25] Employment Status, a required field, is missing.

Below the errors is a 'Warnings' section with the text: 'Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.' It lists one item: 'No warnings were found'. At the bottom, there is a link: 'Return to the Personnel Detail form to correct the errors'.

To make the necessary edits on the record, click on [Return to the Personnel Detail form to correct the errors](#). You will then be directed to the Online Application entry form to make the corrections. Once you have edited all of the errors, click on "**Submit REP Data for this Employee**" once again. If the record is error-free, the system will save the record. If you receive more error messages, repeat the process until you correct all of the errors. You must correct all of the errors to save a record. When the record is saved as a valid record, the following screen will appear:

The screenshot shows the same header and navigation links as the previous screen. Below the header is a blue bar with 'REP | Personnel Submission Form'. The main content area is titled 'Errors' and lists one item: 'No errors were found'. Below the errors is a 'Warnings' section with the text: 'Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.' It lists one item: 'No warnings were found'. Below the warnings, a message states: 'PIC 99999999 (John Wayne) has been submitted successfully!'. There is a 'print' button. At the bottom, a message says: 'Thank you for your data submission. You may add a new employee or you may review your district's submission by accessing Personnel Submitted.' Below this message is a link: 'Return to the REP Main Menu'.

When you have submitted a valid record, three options are available:

Personnel Submitted:
Returns to the Personnel Submitted Report.

Add a new employee:
Returns to the Submit New Personnel screen.

Return to REP Main Menu

Personnel Submitted Report – Search Tools

The Personnel Submitted Report has search tools that allow district users to search for individual employee records. During each submission cycle, users must verify every record as accurate. Users may update/verify records at any time during a submission cycle. To assist district users with easy record retrieval, several record search features are available on the Personnel Submitted Report. These features will allow district users to access individual records quickly.

Go to the Main Menu. Click on "Personnel Submitted."



District users may search by PIC, Name, Social Security Number or by clicking on a letter to find a group of names within the alphabetic listing. After you click on "Personnel Submitted" on the REP Main Menu, the following screen will appear:

Center for Educational Performance & Information

Michigan.gov Home

CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Submitted

Instructions

This report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district.

To learn how to update a personnel record, read the instructions.

To print your personnel submitted, please click the icon below:

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your district and there is a green check mark (✓) next to each personnel record, your REP submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Search Choices: Districts have several choices to search for employees within their REP files.

View All Records, Updated or Non-Updated Records: Click on the radio button for the list of records desired.

Search by Page: Enter the page number desired in the "Go To Page" Box and click on the "Go" button.

Search by Letter Group: Click on the letter desired. The report will provide you with a complete list of all staff members whose names begin with the last letter selected.

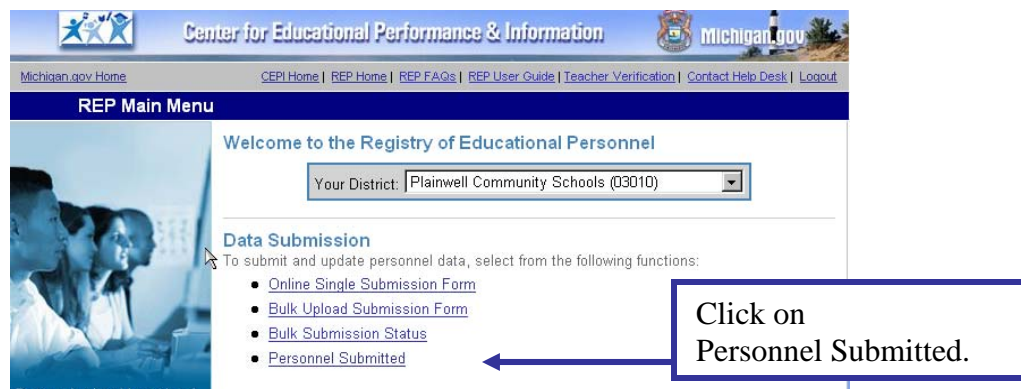
Search by PIC: Enter the PIC number of the staff member in the "Search by PIC" box. Click on the "Go" button to the right of the entry box. The report will provide you with the PIC, Last Name, First Name, Middle Name (if available) Date of Birth and Gender. Click on the PIC number to assess the record for the individual.

Search by Social Security Number (SSN): Enter the SSN of the staff member in the "Search by SSN" box. Click on the "Go" button to the right of the entry box. The report will provide you with the PIC, Last Name, First Name, Middle Name (if available), Date of Birth and Gender. Click on the PIC number to assess the record for the individual.

Search by Name: Enter the first name and last name of the staff member in the "Search by Name" box. Click on the "Go" button to the right of the entry box. The report will provide you with the PIC, Last Name, First Name, Middle Name (if available), Date of Birth and Gender. Click on the PIC number to assess the record for the individual.

Update/Verify a Record

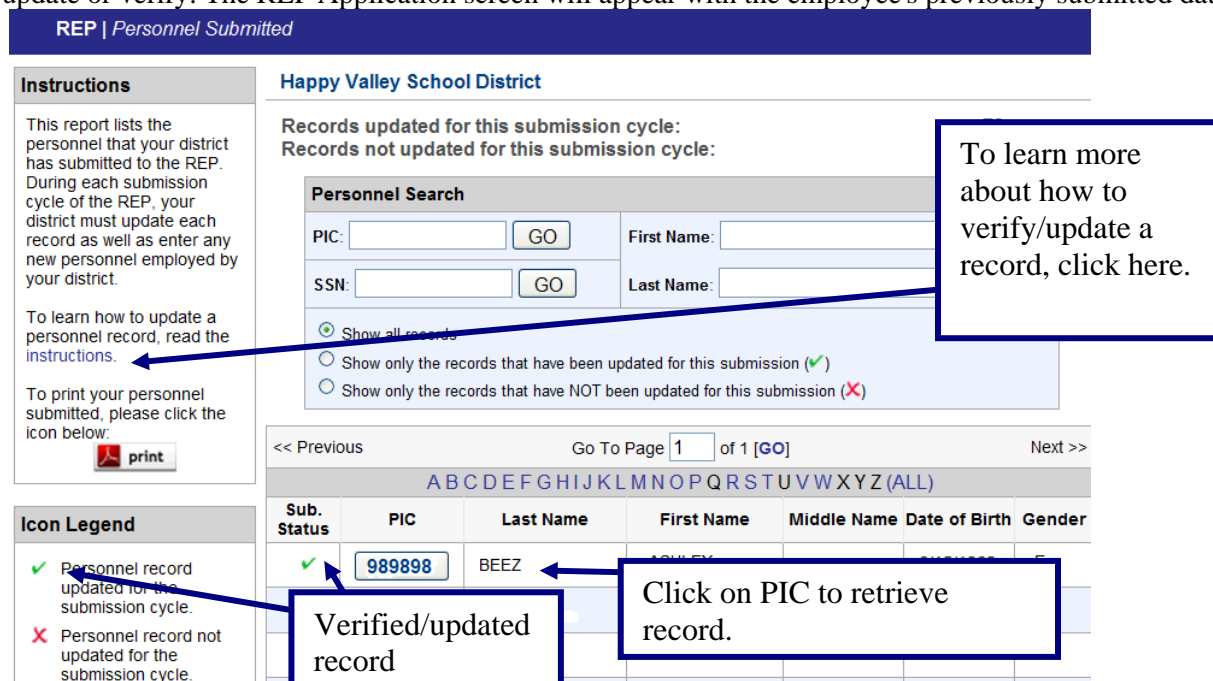
During each submission cycle, you must verify every record as accurate. You may update/verify records at any time during a submission cycle. Go to the Main Menu. Click on the "Personnel Submitted" link under the heading Data Submission.



The following Personnel Submitted Report will appear, showing a list of the employees whom your district authorized user has previously submitted to the REP. During each submission cycle of the REP, the district user must update each record and verify that the data previously submitted are still valid. After the user verifies and/or updates each personnel record for the current collection period, the Submission Status column will show a green check mark (✓). If the personnel record is awaiting verification for the current submission cycle, the Submission Status column will show a red "x" (✗). When the district user successfully adds a new personnel record to the REP, the Submission Status column for that record will automatically show a green check mark (✓).

When you have submitted all of the personnel records for your district and there is a check mark (✓) next to each personnel record, your REP submission is complete.

To begin the record verification for the district's personnel, click on the PIC for the employee you wish to update or verify. The REP Application screen will appear with the employee's previously submitted data.



After you have updated or verified the employee record, click on "**Submit REP Data for this Employee**" at the bottom of the submission screen.

If the update contains errors, the Error Message Report illustrated previously will appear. You must correct all errors before you can update the record.

Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your district for each submission cycle, as well as those employees whom you reported in a previous submission but did not update/verify. You will find this report on the Main Menu of the REP Single Submission Online Application. It is important that you verify/update all of your employees during each submission cycle. When the submission begins, all employees previously submitted have red "Xs" next to their names. After you have updated/verified a record, the red "X" will change to a green check mark. When all employees have green check marks in the Personnel Submitted Report and you have submitted all new staff members, your submission is complete.

There are two items in the report heading of the Personnel Submitted Report that you should check carefully to determine that you have updated all of your previously submitted records:

- | | | |
|----|--|----------|
| 1. | Records updated for this submission cycle. | Total __ |
| 2. | Records not yet updated for this submission cycle. | Total __ |
- Be sure that the total for No. 2 is "0" by the due date for each submission cycle.

If an individual has left your district, you must terminate the record by reporting all the required fields for the assignment code. In Field 25: Employment Status, report the reason for the termination and in Field 26: Date of Termination/Separation of Employment, report the date of termination.

Deleting a Record

Only CEPI personnel may delete records from the REP database. CEPI will delete only duplicate records and records for individuals who have never worked for your district.

To request to have a record deleted from your file, you must do the following:

1. Send an e-mail message to CEPI@michigan.gov.
2. Subject line: REMOVE EMPLOYEE.
3. Message: District name and district number, followed by the employee's PIC number and name. Include a district contact name and phone number.
4. Note: If you are requesting removal of a duplicate record, the first record submitted by your district user will be retained in your REP file.


Remember, you may only request record deletions for employees listed in your Personnel Report who have never worked for your district or for duplicate records.

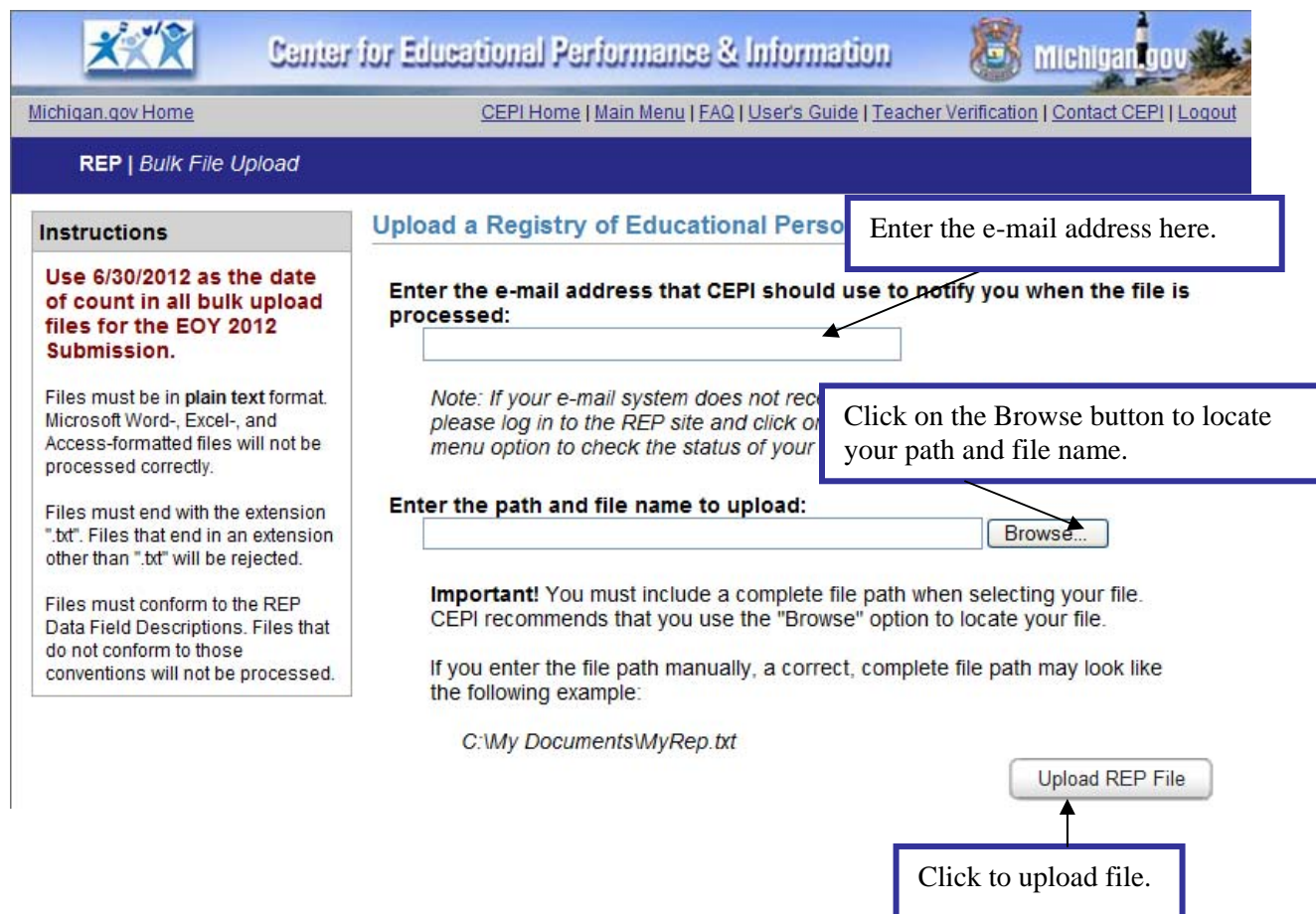
If you request to delete a record that should not have been removed from your file, you will be required to resubmit that record.

Bulk Submission/Upload REP Data

Districts with personnel management systems commonly use the bulk submission component. The system extracts personnel records as one large data file and then uploads them in a single process called bulk upload.

Bulk Submission/Update REP Data

District users must format the bulk submission file as described in the Record Layout of the REP Data Field Descriptions. When the user is ready to upload the file to CEPI, he or she may do so through the REP Application online. All files submitted to the bulk upload must end with ".txt." The application will reject files submitted with any other extension and will not process them. When submitting a file, be sure to enter your complete e-mail address and the path and file name to upload. Use the Browse button to locate your file. After you have entered the e-mail address and file name, click on . After you have submitted the file, the system will send a confirmation e-mail message to the e-mail address provided.



The screenshot shows the 'REP | Bulk File Upload' page. The header includes the CEPI logo and navigation links. The main content area is titled 'Upload a Registry of Educational Personnel'. It contains an 'Instructions' sidebar, a form for entering an email address, a note about email systems, a form for entering the file path with a 'Browse...' button, an 'Important!' note about file paths, an example file path, and an 'Upload REP File' button. Annotations with arrows point to the email address field, the 'Browse...' button, and the 'Upload REP File' button.

Instructions

Use 6/30/2012 as the date of count in all bulk upload files for the EOY 2012 Submission.

Files must be in **plain text** format. Microsoft Word-, Excel-, and Access-formatted files will not be processed correctly.

Files must end with the extension ".txt". Files that end in an extension other than ".txt" will be rejected.

Files must conform to the REP Data Field Descriptions. Files that do not conform to those conventions will not be processed.

Upload a Registry of Educational Personnel

Enter the e-mail address that CEPI should use to notify you when the file is processed:

Note: If your e-mail system does not receive mail from CEPI, please log in to the REP site and click on the menu option to check the status of your e-mail.

Enter the path and file name to upload:

Important! You must include a complete file path when selecting your file. CEPI recommends that you use the "Browse" option to locate your file.

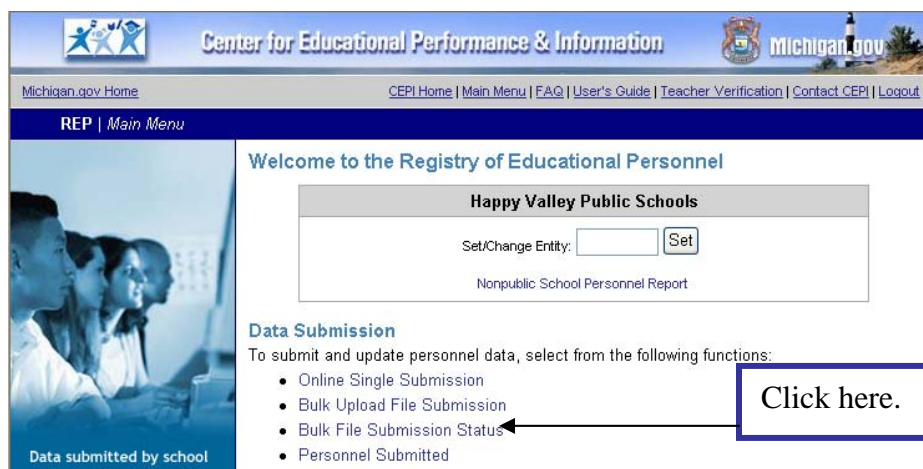
If you enter the file path manually, a correct, complete file path may look like the following example:

C:\My Documents\MyRep.txt

Click to upload file.

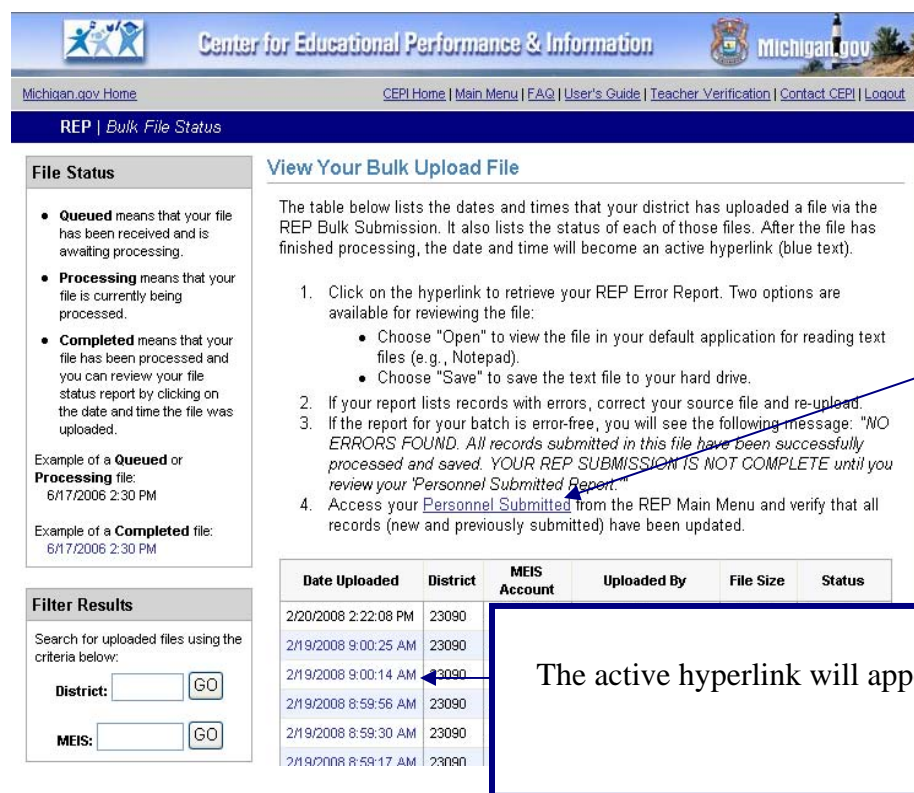
Bulk Submission Status

After you have submitted the file via the REP Bulk Upload Application, the system will add it to the queue. Once the REP has processed the file, it will send an e-mail message to the e-mail address that you entered. Files are processed in the order received.



After a file is processed, the district will be able to obtain an error report that lists any errors in the file. To obtain the error report, click on "Bulk File Submission Status" on the Main Menu of the REP Application. If the error report does not contain any error messages, all records in the file were processed correctly.

The following screen will appear:



Access your Personnel Submitted Report to review your records' status.

The active hyperlink will appear here.

REP Reports

A separate users' guide is available that provides detailed information about the reports available to users of the REP Application. The REP Report Users' Guide is available on the REP Web page under REP Help and Resources.

Personnel Skilled in Technology (Fall Submission Only)

Specific information regarding the data requirements concerning personnel skilled in technology is available on the REP Main Menu under the heading Personnel Skilled in Technology. Click on the link titled "Personnel Skilled in Technology Supplemental Submission Definitions and User's Guide."
http://www.michigan.gov/documents/cepi/2011_fall_pers_skill_tech_guide_360763_7.pdf

To access the submission form, click on the link titled "Supplemental Submission Form."

Need Additional Help?

For questions regarding REP content or assistance with the REP Application, please send an e-mail message to CEPI@michigan.gov or call 517-335-0505 and select option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), e-mail address, and specific questions.